DOCUMENT RESUME

ED 316 261 IR 053 124

AUTHOR Feinberg, Richard; And Others
TITLE Library Skills for Research in American Politics. A Workbook for POL 121.
INSTITUTION State Univ. of New York, Stony Brook. Library.
PUB DATE 89
NOTE 94p.
PUB TYPE Guides - Classroom Use - Materials (For Learner) (051)

EDRS PRICE MF01/PC04 Plus Postage.
DESCRIPTORS Classification; College Libraries; Government Publications; Higher Education; Indexes; *Information Sources; Information Technology; *Library Instruction; *Library Skills; Online Searching; *Reference Materials; *Research Tools; Student Research; Workbooks
IDENTIFIERS Legal Information

ABSTRACT

Intended to familiarize students with the Melville Library at the State University of New York at Stony Brook and provide guidelines for conducting research in American politics, this workbook is divided into 10 chapters: (1) The Author-Title Catalog; (2) How To Find Books on Your Topic Using the Subject Catalog; (3) General Periodical Literature; (4) Finding Scholarly Journal Articles; (5) Newspapers; (6) Reference Books for Current Awareness; (7) Government Documents; (8) Sources of Statistics; (9) Public Opinion Surveys; and (10) Computerized Information Retrieval. Each chapter is accompanied by review questions and questions that might appear on a practicum examination. (SD)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED316261

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

X This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality

• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy

LIBRARY SKILLS FOR RESEARCH IN AMERICAN POLITICS

A WORKBOOK FOR POL 321

RICHARD FEINBERG
CHRISTINE KEIM
MARY BETH NOLLA

STATE UNIVERSITY OF NEW YORK AT STONY BROOK
MELVILLE LIBRARY
1989

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY
Richard Feinberg

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

LIBRARY SKILLS FOR RESEARCH IN AMERICAN POLITICS

A WORKBOOK FOR POL 121

RICHARD FEINBERG
CHRISTINE KING
MARY BETH SOUZA

STATE UNIVERSITY OF NEW YORK AT STONY BROOK
MELVILLE LIBRARY
1989

Copyright © 1989 by Richard Feinberg, Christine King, and Mary Beth Souza

TABLE OF CONTENTS

I. The Author-Title Catalog 1

II. How to Find Books on Your Topic Using the Subject Catalog 11

III. General Periodical Literature 21

IV. Finding Scholarly Journal Articles 31

V. Newspapers 43

VI. Reference Books for Current Awareness 51

VII. Government Documents 59

VIII. Sources of Statistics 73

IX. Public Opinion Surveys 81

X. Computerized Information Retrieval 89

CHAPTER ONE

THE AUTHOR-TITLE CATALOG

INTRODUCTION

The card catalogs in the Reference Room may be considered an index to the library's collection. Library materials are listed alphabetically in these catalogs in three ways: by author, title, and subject. There are two different card catalogs in the Reference Room: the Author-Title Catalog and the Subject Catalog. In the Author-Title Catalog, cards for both authors and titles of books are interfiled in one alphabet.

This chapter, will focus on the Author-Title Catalog; Chapter Two will teach the use of the Subject Catalog to locate materials on a specific topic. After reading this chapter you will be able to determine if the library owns a particular book by looking up its author or title in the Author-Title Catalog, interpret the different elements of a catalog card, and understand the Library of Congress call number system and how call numbers relate to a book's shelf location in the library.

THE AUTHOR-TITLE CATALOG

The Author-Title Catalog should be consulted when you are looking for a particular book and you know its author and/or its title. The book will be listed both ways. (When looking under an author's name, use last name first.) In addition, cards are filed under the names of others (such as editors, compilers, illustrators, and photographers) who have significantly contributed to the creation of a book. Other important elements that appear on catalog cards are the Library of Congress call number, the imprint, the collation, and the tracings. Because these terms may be new to you, their definitions follow. See also the illustration on the next page.

Library of Congress call number: a number assigned to a book which indicates its "address" in this library. This system uses letters and numbers, with the first letter(s) designating the subject area that the book is classified under. Devised by the Library of Congress in Washington, D.C., it is the classification system used by most research libraries.

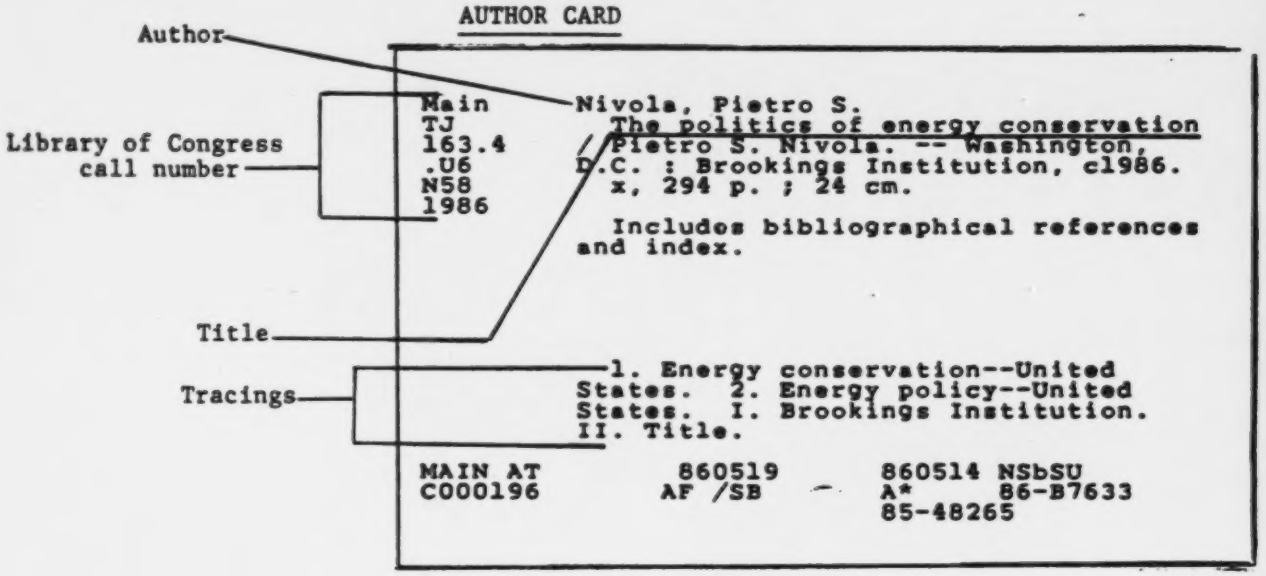
imprint: place of publication, name of publisher, and date.

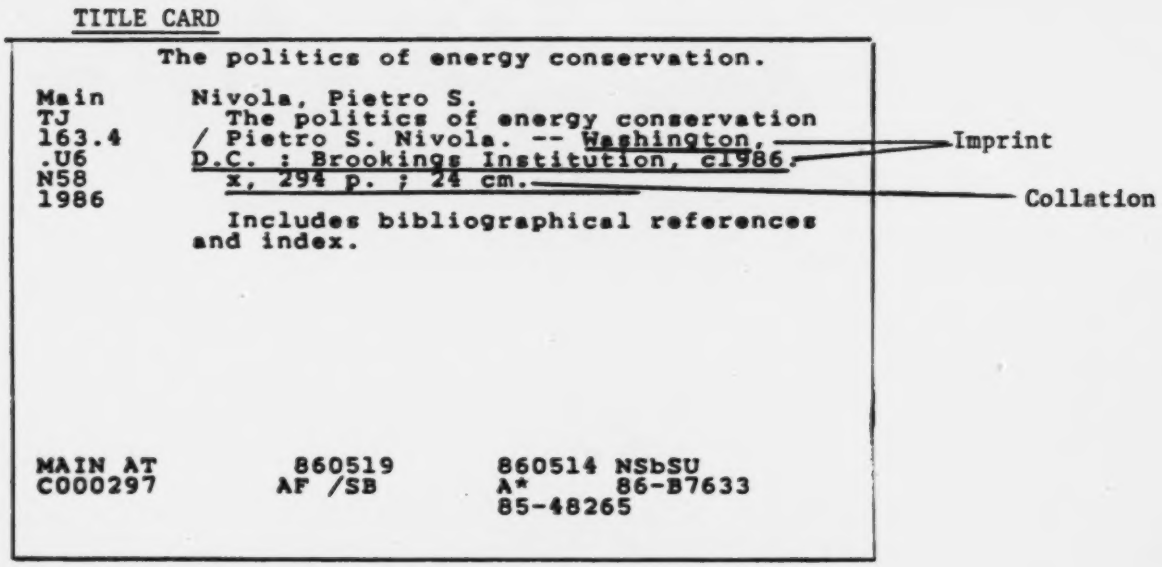
collation: descriptive notes which may indicate the number of pages (Roman numerals indicate the number of pages in the preface,

and Arabic, the number in the main part of the book), size of the book in centimeters, presence of indexes and bibliographies.

tracings: numbered lines on the bottom of the card which indicate two things: the various subject headings under which the same book is listed in the Subject Catalog (Arabic numbers), and the additional entries under which it is listed in the Author-Title Catalog (Roman numerals).

The following illustrations show two different ways that one book may be listed in the Author-Title Catalog.





THE LIBRARY OF CONGRESS CLASSIFICATION SYSTEM

The libraries at Stony Brook use Library of Congress Classification call numbers. In this system, the alphabet is used to designate broad subject categories. The first letter (or letters) of any call number indicate what the subject is. For example, books about political science are often assigned call numbers beginning with the letters "H," "J" or "K." Books on more specific subjects usually have call numbers beginning with more than one letter. For instance, books about American political parties have call numbers beginning with the letters "JK." "JA" is the beginning of call numbers whose books are studies of political science history. In other words, each letter can be further refined into subtopics by the addition of a second letter.

Besides letters, a call number includes numbers that further identify a book. Since each book has its own unique call number, the many different combinations of numbers and letters provide the variations of call numbers needed for the large collection in a library like ours. An example of a call number assigned to a book on the American presidency appears below.

Main
JK
516
.G63
1985

This call number may be interpreted as follows:

Main----indicates the book is shelved in the book stacks in the Main Library
JK------tells you the book is in the field of American political science
516-----further identifies the book as being about the American presidency
.G63----first letter of authors last name; "63" further identifies the author
1985----book's publication date; especially important for distinguishing different editions of the same book.

A result of this type of classification is that books about similar subjects will be shelved together. This gives the opportunity to browse the shelves in a call number range and discover additional books related to your area of interest.

More About Call Numbers:

-Some call numbers include the books's date of publication on the last line of the call number as follows:

BF719
.F57
1984

Most call numbers do not include a date at the end, however. A call number with a date is usually given to a book which is a later edition of an earlier work. In any event, when a year appears at the end of a call number, consider it to be part of the entire call number. Don't disregard it.

-The word "Main" appears above many call numbers for materials that are shelved on the 2nd, 3rd, and 4th floors of the Main Library's books stacks. However, there are many books in the main stacks which do not have "Main" over their call numbers. This confusing set up reflects two different systems that the library has used over the years. How should this confusion be handled?

a) If a call number says "Main" at the top, it will be in the Main Library on the 2nd, 3rd, or 4th floor, depending on the rest of the call number.

b) If a call number is not marked "Main" and the call letters are for main library materials (e.g. "JN" for political science, or "HM" for sociology), go to the main stacks as well. To determine which call numbers are shelved in the main library and which are elsewhere, see the library handout available at the reference desks entitled Locations of Library Materials on the Main Campus.

c) All materials shelved in the reference room will have the prefix "Ref" over their call numbers.

d) Materials shelved in the six science libraries, and the Music Library, have call numbers that are usually preceded by an appropriate prefix locator (e.g. BIO for biology or "CHEM" for chemistry). But, here again, some of these departmental library call numbers are presented without prefixes. In those cases, check your Locations of Library Materials handout.

-Sometimes call numbers for materials in our library are preceded by a small "x". An example is provided below.

Main
x
RC 1487
.G44

A book with this call number would be located in the main stacks on the third floor because the first letter of the call number is "R" (see Locations of Library Materials handout). The small "x" indicates that the book is oversize or extra-large which means that it must be located on shelving that can accommodate larger books. On each level of the Main Library stacks is an area where oversize materials are shelved. These oversize sections are located after all the shelving for regular size materials. Many oversize art books, however, are shelved with regular size art books. (The Library of Congress classification letter for art is "N".)

Note also that there is no oversize area in the Reference Room even though many reference books are larger than usual and even though some of these books may have call numbers preceded by "x".

FILING RULES

Cards are filed in the catalogs alphabetically according to a set of rules established by the Library of Congress. Two of the most important filing rules follow:

1. Word-by-word. Entries are filed in a word-by-word arrangement with each word in the entry treated separately. As a result, New Times precedes Newsday, because "new" comes before "news." "Nothing comes before something" is one way of remembering this rule.

2. Articles. When an article such as "the" or "a" is the first word of a title, it is disregarded when the card is filed. Consequently, The Last Angry Man would be filed under "Last." However, articles within the entry are considered in the word-by-word arrangement. For instance, Anatomy of Murder would be filed after Anatomy of a Murder because "a" comes before the "m" in "murder."

CHAPTER ONE REVIEW QUESTIONS

Answers to questions are on page 10.

1. If a book we own has an editor, there should be an entry under that person's name in the _____ catalog.

2. If you wanted to know what books the library owns by a particular author, you would look in the _____ catalog under _____.

3. If you know the title of a book and you want to know if the library owns it, you would look in the _____ catalog under _____.

4. True or False. The Author-Title Catalog is divided into two sections: first comes all the authors' names in alphabetical order, followed by all the titles. ___

5. Use the example below to answer the following questions.

```
Main
E              DeMause, Lloyd.
876              Reagan's America / Lloyd deMause. --
.D45           New York, N.Y., U.S.A. : Creative
1984           Roots, c1984.
                 193 p. : ill. ; 24 cm.
                 Bibliography: p. [164]-190.
                 Includes index.
                 ISBN 0-840508-02-8


                 1. United States--Politics and
               government--1981-      2. Reagan,
               Ronald--Personality.  I. Title

NSbSU  31 DEC 84   10777071  YSMMat      82-73581
```

a) The author of this book is _____

b) The imprint is _____

c) The book has a bibliography on pages _____

d) Copies of the card above would be filed in the Author-Title Catalog under the following:

_____

_____

e) The subject headings for this book are:

_____

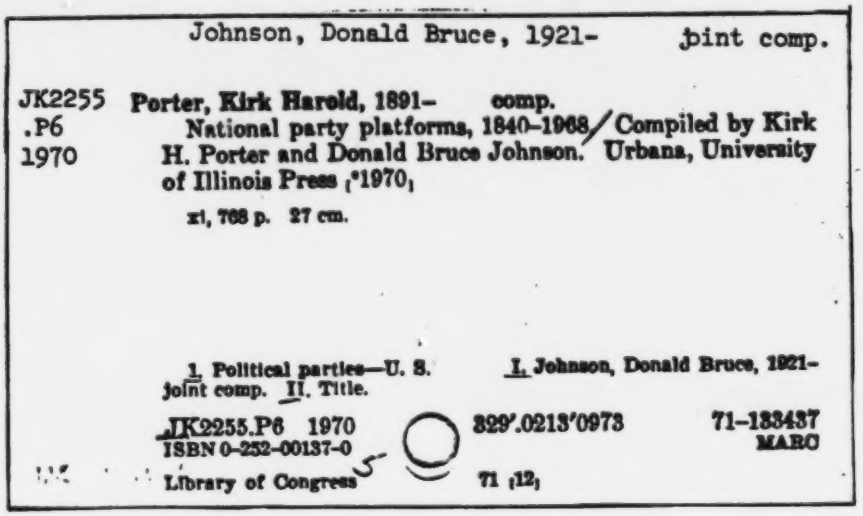
_____

5. f) the call number for the book whose card is illustrated on the previous page is _____

g) The book's collation is the following:

_____

6. Use the illustration below to answer the following questions.



Johnson, Donald Bruce, 1921- joint comp.

JK2255 .P6 1970 **Porter, Kirk Harold, 1891- comp.**
National party platforms, 1840-1968 / Compiled by Kirk H. Porter and Donald Bruce Johnson. Urbana, University of Illinois Press [°1970]

xi, 768 p. 27 cm.

1. Political parties—U. S. I. Johnson, Donald Bruce, 1921- joint comp. II. Title.

JK2255.P6 1970 **329'.0213'0973** **71-133437**
ISBN 0-252-00137-0 **MARC**
Library of Congress **71 [12]**

a) The imprint of the book is _____

b) The information in the collation is _____

c) The book's call number is _____

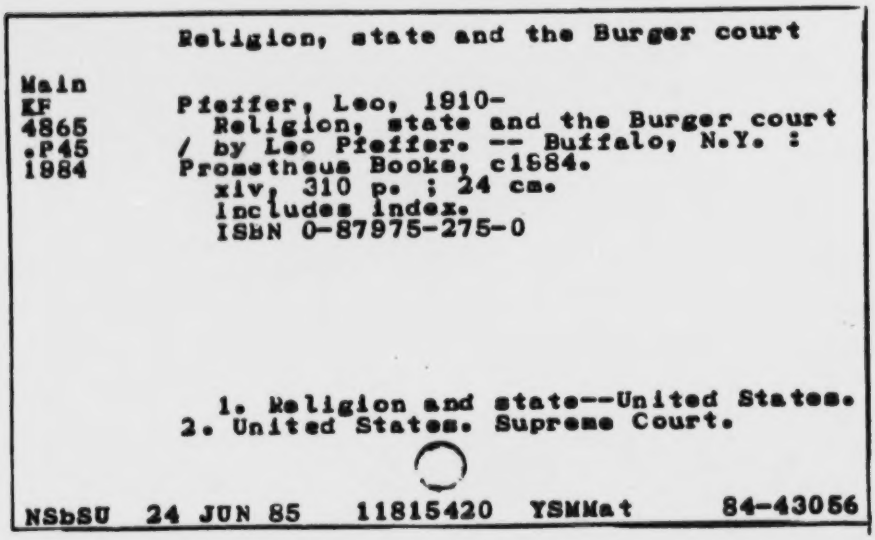
d) True or False. This is the card you would find if you were looking in the Author-Title Catalog under Kirk Porter's name. _____

e) Not including the preface, there are _____ pages in this book.

f) True or False. There are 3 subject headings in the catalog for this book. _____

g) What does "comp." stand for? _____

7. Use the illustration below to answer the questions that follow.



Religion, state and the Burger court

Main
KF
4865
.P45
1984

Pfeiffer, Leo, 1910-
Religion, state and the Burger court
/ by Leo Pfeffer. -- Buffalo, N.Y. :
Prometheus Books, c1984.
xiv, 310 p. ; 24 cm.
Includes index.
ISBN 0-87975-275-0

1. Religion and state--United States.
2. United States. Supreme Court.

NSbSU 24 JUN 85 11815420 YSMMat 84-43056

a) This is the card you would find in the Author-Title Catalog if you were looking under the title.
True _____ or False _____

b) The author of the book is _____

c) The book's imprint is _____

d) How many pages are in the preface of the book? _____

e) How tall is the book? _____.

f) What is the complete title of the book?
_____

g) How many subject headings is this book listed under in the Subject Catalog? _____

h) True or False. Tracings for the Author-Title Catalog are shown on this card. ____

i) What is the book's complete call number ?
_____

8. True or False. One result of the Library of Congress Classification System is that books on related subjects are shelved in the same vicinity. _____

9. True or False. No two books in our library will have exactly the same call number. _____

10. Sometimes, a book's year of publication is the last part of its call number. True _____ or False _____

11. Cataloged materials in the Reference Room have their call numbers preceded by the prefix _____.

12. A small x in front of a call number means that a volume is _____.

13. True or False. There is an oversize area in the Reference Room. _____

14. A book entitled "The Last Journey of Samuel Beggins" would be filed alphabetically in the Author-Title Catalog under:
    a) The Last Journey of Samuel Beggins
    b) Beggins, Samuel
    c) Last Journey of Samuel Beggins
    d) Samuel Beggin's Last Journey

15. A book entitled "A History of Politcal Conventions" would be filed alphabetically in the Author-Title Catalog under:
    a) History of Political Conventions
    b) A History of Political Conventions
    c) Political Conventions
    d) Conventions

16. True or False. A chart which contains call letters and their locations in our library system is available at the reference desks. _____

PRACTICUM EXAM QUESTIONS

On the Practicum Exam, you may be asked questions such as the following:

1. Do we own the book, How to Find Out About Statistics, by Gillian A. Burrington? What is its call number?

2. Do we own the book, Public Opinion and Popular Government, by Abbot Laurence Lowell? What is its call number?

3. Do we own the book Public Interest and Individual Interests? Who is its author?

ANSWERS TO REVIEW QUESTIONS
(Numbers in parentheses are relevant pages in this workbook)

1. Author-Title (p.1, paragraph 3)
2. Author-Title; the author's name, last name first. (p.1, paragraph 3)
3. Author-Title; the title, dropping an article if it is the first word (e.g. the, a, an). (p.1, par. 3 and p.5, last paragraph).
4. False (p.1, par. 1)

The answers to questions 5 through 7 are based on page 1, bottom, and page 2.

5. a) Demause, Lloyd
   b) New York, N.Y., U.S.A.: Creative Roots, 1984
   c) 164 - 190
   d) author's name; title (Reagan's America)
   e) United States--Politics and government--1981-
      Reagan, Ronald--Personality
   f) Main E876.D45 1984
   g) 193 p. : ill. ; 24 cm.
6. a) Urbana, University of Illinois Press, 1970
   b) xi, 768 p. 27 cm.
   c) JK2255 .P6 1970
   d) False. This is the card you would find if looking under Johnson, Donald Bruce in the A-T catalog.
   e) 768
   f) False. There is just one.
   g) compiler
7. a) True
   b) Pfeffer, Leo
   c) Buffalo, N.Y.: Prometheus Books, 1984.
   d) 14
   e) 24 centimeters
   f) Religion, State and the Burger Court
   g) 2
   h) False
   i) Main KF4865.P45 1984
8. True (p.3, last paragraph)
9. True (p.3, par. 2)
10. True (p.4, top)
11. Ref (p.4, par. c)
12. oversize (p.5, top)
13. False (p.5, middle)
14. c (p.5, last paragraph)
15. a (p.5, last paragraph)
16. True (p.4, par. b)

CHAPTER TWO

HOW TO FIND BOOKS ON YOUR TOPIC USING THE SUBJECT CATALOG

INTRODUCTION

In Chapter One we learned that there are two card catalogs in the Stony Brook Library: the Author-Title Catalog and the the Subject Catalog. The Subject Catalog will be discussed in this chapter. The Subject Catalog lists, under a set of subject headings, the books, periodicals, and other materials the library owns. It is located in the Reference Room, right next to the Author-Title Catalog. To use the Subject Catalog properly, you should consult the Library of Congress List of Subject Headings, which contains, in alphabetical order, the headings that may be used in the Subject Catalog. This book (actually three big red volumes) rests on the Subject Catalog. There is another set behind the reference desks.

USING THE LC LIST OF SUBJECT HEADINGS

To illustrate the use of this work, we present an example (below) of an excerpt from the LC List. The major elements to focus on are numbered and then explained on the following pages.

1 — **Political slogans** *(May Subd Geog)* — 9
2 — BT Campaign literature
Slogans
Political socialization *(May Subd Geog)*
3 — UF Socialization, Political
BT Political psychology
Political sociology
Socialization
4 — **Political societies**
USE Political clubs
Political sociology
UF Mass political behavior
Political behavior
BT Political science
Sociology
5 — NT Political socialization
Political songs
USE Political ballads and songs
Political speaking
USE Political oratory
Political stability *(May Subd Geog)*
6 — *[JC330.2]*
UF Destabilization (Political science)
Political instability
Stability, Political
BT Consensus (Social sciences)
7 — RT Legitimacy of governments
Political statistics
UF Political science—Statistical methods
BT Political science
Statistics
8 — SA *subdivision* Politics and government—Statistics *under names of countries, cities, etc.*

1. Headings in bold face (such as **Political slogans**)
These are terms which can be looked up in our Subject Catalog. We have many of these bold face headings in our catalog, but not all. Why not? Because if we have no books on a particular topic, the subject catalog will not include headings for the topic.

2. BT--stands for "Broader Terms." Headings next to and under BT are more general than the bold face heading under which they are listed. For example, under the bold face heading, **"Political slogans"** the terms, **"Campaign literature"** and **"Slogans"** are terms which can be looked up in our Subject Catalog, and which have separate entries in LCSH.

3. UF--stands for "Use For." Headings next to and under UF are not usable headings. For example, under the bold face heading **"Political socialization"** the term, **"Socialization, Political"** is not a heading that can be looked up in the Subject Catalog. The term, **"Political Socialization"** is the correct term to check to find books on this concept.

4. USE--refers users of LCSH from non-acceptable headings to acceptable ones which can be looked up in our Subject Catalog and which have separate entries in LCSH. For example, see the **USE** note under **"Political societies."**

5. NT--stands for "Narrower Terms." It refers to more specific headings than the bold face heading under which it appears. For example, under the bold face heading, **"Political Sociology,"** the term **"Political socialization"** is one which can be looked up in the Subject Catalog and which is related to **"Political sociology"** in a narrow (more specific) sense.

6. Call number area--This is the first part of a call number under which materials on that subject would generally be found in the library. Note that call numbers are not listed under all subject headings in LCSH.

7. RT--stands for "Related Terms." Headings next to and under RT refer to concepts associated with the concept represented by the bold face heading under which they are listed. For example, under the bold face heading, **"Political Stability"** the term, **"Legitimacy of governments"** is a related term which can be looked up in our Subject Catalog, and which has a separate entry in LCSH.

8. SA--stands for "See Also." It refers users of LCSH not to specific individual headings, but to an entire group of headings. For example, under the bold face heading **"Political statistics"** the SA note indicates that books related to this subject can also be found by looking in the Subject Catalog under names of places (countries, cities, etc.) which have the subheading **"Politics and government -- Statistics"** appended to them. For example, if you are interested in political statistics for Brazil, you could look under the heading **"Brazil -- Politics and government -- Statistics."**

9. (May Subd Geog)--means "may be subdivided geographically." For instance, "Political slogans" could be subdivided as follows:

Political slogans - New York (N.Y.)

Political slogans - California

Political slogans - Great Britain

Q. IF A SUBJECT HEADING APPEARS IN THE LC LIST OF SUBJECT HEADINGS, WILL IT DEFINITELY APPEAR IN OUR CATALOG?

A. No. As already noted at the top of page 12, headings in the LC List are potentially usable in the Subject Card Catalog, but if our library owns no books on a particular subject, the heading for that subject will not appear in the catalog.

Q. ONCE A LIST OF POTENTIALLY USABLE HEADINGS IS COMPILED FROM THE LIBRARY OF CONGRESS LISTING, WHAT IS THE NEXT STEP?

A. Go to the Subject Catalog, and check under those headings to see if they are included in the catalog drawers. If they are, they will be clearly typed at the top of guide cards. These cards stand out because they are slightly taller than regular catalog cards and are covered by protective plastic jackets. Look through the catalog cards filed behind these guide cards to find titles related to your topic.

Q. THERE ARE NO PROPER NOUNS LISTED IN THE EXAMPLE ON PAGE 11. ARE PROPER NOUNS, SUCH AS THE NAMES OF CITIES OR PERSONS, LISTED IN THE SUBJECT CATALOG?

A. Yes, they are, provided that the library owns at least one book on that person, city, etc. Most proper nouns do not appear in the Library of Congress listing because their inclusion would make the work even larger than it already is. So remember, even though a proper noun is not listed in the LC list, it will appear in the subject catalog if we own books on that person, place, etc.

Q. CAN A PERSON GO DIRECTLY TO THE SUBJECT CATALOG AND LOOK UNDER SUBJECT HEADINGS FOR A TOPIC WITHOUT HAVING TO USE THE LIBRARY OF CONGRESS LIST OF SUBJECT HEADINGS?

A. Yes, especially in the case of proper nouns, as just noted. However, some materials on your topic may be listed in the Subject Catalog under headings that you might not think to consult on your own. Many people do use the Subject Catalog without checking the LC list but are probably not searching most effectively because they are not aware of all the possible subject headings for their topic.

SUBHEADINGS

The subject headings printed in the Library of Congress List of Subject Headings and used in our Subject Catalog can be made to express more specific concepts by adding subheadings to them. For example, the heading "Violence in television" can have the subheading "Law and legislation" appended to it. The entire heading for this subject would appear at the top of a subject catalog guide card as follows:

Violence in Television--Law and Legislation

In the LC list, examples of some (not all) possible subheading constructions are given for many headings. They are preceded by a dash under the headings with which they may be used (see following example).

Horse-racing
—Employees
NT Jockeys
—Law and legislation *(May Subd Geog)*
—Records
[SF325 (General)]
—Rules
[SF329]
—Taxation *(May Subd Geog)*
BT Gambling—Taxation
—England
NT Epsom Derby, England (Horse race)

Some subheadings can be attached to different subject headings, as is the case with the following terms: "Dictionaries," "History," "Biography," "Social Life and Customs," "Economic Conditions," "Politics and Government." These terms can be attached to subject headings as follows:

Spanish Language--Dictionaries
Russian Language--Dictionaries
Swahili Language--Dictionaries

Note how the subheading "Dictionaries" can be attached to the names of these languages (and any others).

France--History
United States--History
Suffolk County--History
California--History

The subheading "History" can be attached to place names.

Benjamin Franklin, 1706-1790--Biography
William Shakespeare, 1564-1616--Biography
Charlie Chaplin, 1889-1977--Biography

The subheading "Biography" can be attached to a person's name, after dates of birth and death.

Uganda--Social Life and Customs
Uganda--Economic Conditions
Great Britain--Social Life and Customs
Bulgaria--Economic Conditions
Brazil--Economic Conditions
New York City--Social Life and Customs
Brooklyn--Economic Conditions

The subheadings "Social Life and Customs" and "Economic Conditions" can be attached to place names.

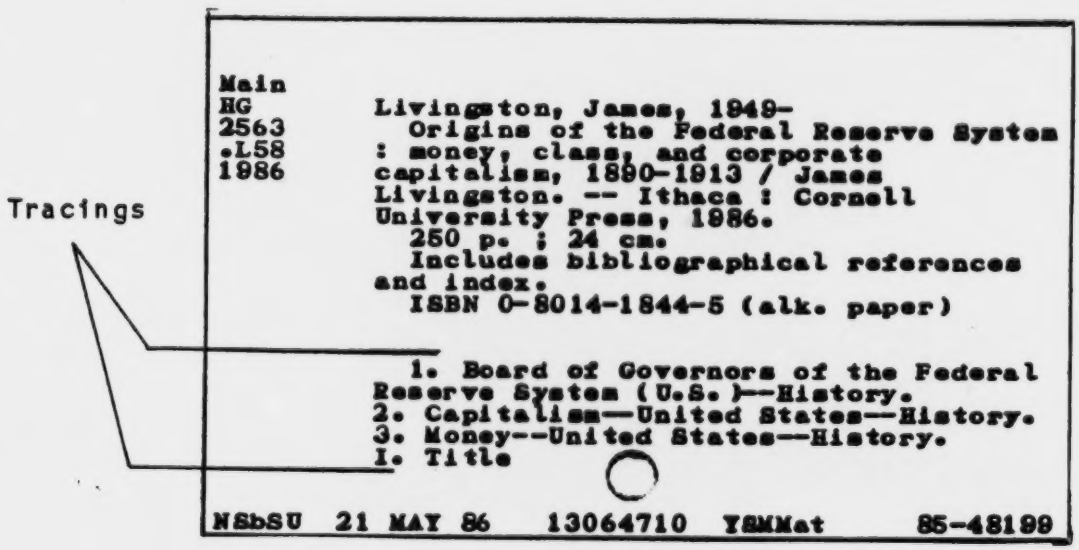
Suffolk County--Politics and Government
New York (State)--Politics and Government
Spain--Politics and Government

The subheading "Politics and Government" can be attached to a place name.

There are in fact many of these "floating" subheadings that can be attached to subject headings. In this course, you do not need to memorize all the possible subheadings, nor do you have to be able to construct a complete subject heading from scratch. But you are expected to be able to go to the subject catalog and identify what subheadings are being used under specific subject headings. You are also responsible for understanding the concept of floating subheadings (e.g. if the catalog contains a subject heading "China--Politics and Government," it might also contain the heading "Portugal--Politics and Government." We say "might contain" because if the library has no books on politics and government in Portugal, no subject heading for that topic will appear.)

TRACINGS

At the bottom of a typical catalog card (see example below), you will see a group of numbered entries. In library terminology these are called "tracings." Those preceded by an Arabic number are subject headings, and they represent the variety of headings that this book is listed under in the Subject Catalog.


Tracings
Main
HG
2563
.L58
1986
Livingston, James, 1949-
Origins of the Federal Reserve System : money, class, and corporate capitalism, 1890-1913 / James Livingston. -- Ithaca : Cornell University Press, 1986.
250 p. ; 24 cm.
Includes bibliographical references and index.
ISBN 0-8014-1844-5 (alk. paper)
1. Board of Governors of the Federal Reserve System (U.S.)--History.
2. Capitalism--United States--History.
3. Money--United States--History.
I. Title
NSbSU 21 MAY 86 13064710 YSMMat 85-48199

The example card shown for James Livingston's book is from the Author-Title Catalog. If this were a useful book for your research topic, you could use the subject tracings shown at the bottom to help you look up additional books in this library that fall within the range of your topic. To do this, you would go to the Subject Catalog and look under the headings "Board of Governors of the Federal Reserve System (U.S.)--History," "Capitalism--United States--History," and "Money--United States--History." Under these, you would find other books with information similar to that found in Livingston's book.

As mentioned in Chapter One, tracings preceded by Roman numerals indicate the other headings under which the same book can be found in the Author-Title Catalog (i.e. joint author, translator, book title, series title, etc.). These tracings are called "added entries." In this chapter we are primarily concerned with subject heading tracings.

CHAPTER TWO REVIEW QUESTIONS

Answers are on page 20.

1. The book which lists subject headings that can be looked up in our card catalog is entitled _____.

2. Use the example at the top of the following page to answer the following questions.

   a) Headings shown in the example that are potentially usable in our catalog are _____
   _____
   _____

   b) Headings in the example which are not usable are
   _____
   _____

   c) "May Subd Geog" means _____
   _____

   d) BT means _____

   e) UF means _____

   f) Under "Political science literature" another potentially usable subject heading is "Political Science--Bibliography". The subheading "bibliography" happens to be a floating subheading. Therefore, if you wanted to know if we own bibliographies for sociology, what subject heading could you try to look under?
   _____

Political science in the Talmud
USE **Politics in rabbinical literature**
Political science libraries *(May Subd Geog)*
(Z675.P57)
UF **Libraries, Political science**
BT **Libraries, Special**
Political science literature
UF **Literature, Political science**
BT **Communication in the social sciences**
RT **Political science—Bibliography**
Political science students *(May Subd Geog)*
BT **Political science—Study and teaching**
Students
Political scientists *(May Subd Geog)*

g) What is the Library of Congress call number area for the topic, "political science libraries"?_____

3. What do the following abbreviations stand for?
RT _____
SA _____
NT _____

4. What do we mean when we say a subject heading is potentially usable in our subject catalog? _____
_____

5. George Bush's name does not appear in the Library of Congress List of Subject Headings. If you wanted books specifically about him, what is the most direct subject heading you could try to look under in our catalog? _____

6. Long Island Railroad does not appear in the LC List. What heading could you try to use in our catalog for books on that subject? _____

7. Using the examples on page 15 as a guide, construct the subject heading for French dictionaries.
_____

8. Using the page 15 examples, construct a subject heading for the history of Minnesota. _____

9. Using the page 15 examples, construct a subject heading for a biography of Abraham Lincoln who lived from 1806 - 1865.
_____

10. What would be the subject heading for politics and/or government in the state of Vermont? (see page 16)

_____

11. Using the example below as a guide, construct the subject heading for "sexual behavior of politicians."

_____

Politicians *(May Subd Geog)*
BT Statesmen
RT Political consultants
NT Presidential candidates
Vice-Presidential candidates
Women in politics
—Sexual behavior
—Wives
USE Politicians' wives
—New York (State)
NT Tweed Ring
—United States
NT Afro-American politicians
Hispanic American politicians

12. Using the same example, what is the subject heading for "politicians' wives"? _____

13. Using the example on page 16, determine how many cards would be filed in the Author-Title Catalog for this book.

_____

14. How many cards would be filed in the Subject Catalog for this title? _____

PRACTICUM EXAM QUESTIONS

On the Practicum Exam, you may be asked questions such as the following:

1. What is the Library of Congress subject heading for the topic, "public finance"? What is the heading for the topic, "public finance in the United States"? Do we include these subject headings in our Subject Catalog?

2. What is the Library of Congress subject heading for the topic, "economic aspects of the corn crop in the United States"? Do we include that heading in our Subject Catalog?

3. What is the heading for the topic, "traffic forecasting"? Do we include it in our catalog?

4. What is the Library of Congress subject heading for the topic, "laws and legislation regarding day care centers"? Do we have that heading in our Subject Catalog?

ANSWERS TO POL 121 REVIEW QUESTIONS, CHAPTER 2.
(Relevant workbook pages are noted in parentheses.)

1. Library of Congress List of Subject Headings (page 11, par. 2)
2. a) Politics in rabbinical literature; Political science libraries; Libraries, Special; Political science literature; Communication in the social sciences; Political science--Bibliography; Political science students; Political science--Study and teaching; Students. (p.12)
   b) Political science in the Talmud; Libraries, Political science; Literature, Political science. (p.12)
   c) heading may be subdivided geographically (e.g. Political science libraries--Washington, D.C.) (p.13, #9)
   d) Broader term which is potentially usable (p.12, #2)
   e) Used For. Not a usable heading. (e.g. "Political science literature" is the heading used for "Literature, Political science." (p.12, #3)
   f) Sociology--Bibliography (pages 15-16)
   g) Z675.P57 (p.12, #6)
3. RT= Related term, potentially usable in our subject catalog.
   SA= See also the following potentially usable heading in our catalog.
   NT= Narrower term, potentially usable in the Subject Catalog. (p.12, #7; p.13, #8; p.12, #5)
4. The term is approved by the Library of Congress but will appear in our Subject Catalog only if we own at least one book on that subject. (p.12, #1 and p.13, 1st Q. and A.)
5. Bush, George (p.14, 1st Q. and A.)
6. Long Island Railroad (p. 14, 1st Q. and A.)
7. French language--Dictionaries (p.15)
8. Minnesota--History (p.15)
9. Lincoln, Abraham, 1806 - 1865 -- Biography (p.15)
10. Vermont--Politics and government (p.16)
11. Politicians--Sexual behavior (p.14, bottom)
12. Politicians' wives (p.14, bottom and p.12, #4)
13. 2 (p. 16, bottom to p.17)
14. 3 (p.16, bottom to p.17)

CHAPTER THREE

GENERAL PERIODICAL LITERATURE

INTRODUCTION

General or popular periodicals (usually called magazines) can provide the researcher with background information or an overview of political science topics as well as many other subjects. Popular periodicals reflect current popular opinion and attitudes. They are also a good source of summaries of political events and recent legislation.

After completing this chapter you will know what a periodical index is and how to use one. You will be aware of different kinds of periodical indexes that are available. And you will know how to use the Stony Brook Serials Holdings List (our periodical catalog), to find the location of periodicals in our library system.

USING A PERIODICAL INDEX

Because articles are not listed separately in our periodical catalog, you will need to consult periodical indexes in order to identify citations (references) to magazine articles.

A periodical index is an alphabetical list of names and subjects that refers to specific articles in periodicals. Most indexes are multi-volume sets, each volume covering a particular time period (usually a year). Some indexes are now beginning to appear in compact disc format for use on computer terminals.

You may wonder why it is necessary to use periodical indexes. Why not just find periodical titles from the Serials Holdings List, then skim through them until you find an article on your topic? Firstly, as mentioned above, the Holdings List does not include listings of individual articles; secondly, it is very inefficient and time consuming to skim through many issues of a periodical when you can use a periodical index which directs you to a large number of articles on a topic.

We are going to look at three different general periodical indexes in this chapter. They each have a different emphasis in terms of the types of periodicals that they cover.

Reader's Guide to Periodical Literature (Ref, Index Shelf 1)

Reader's Guide indexes popular magazines such as Time, New Republic, and U.S. News and World Report. It was first published in 1890, so it is useful if you are looking for past or current articles.

Academic Index (Near reference desks)

Academic Index is a micro computer which accesses information from a compact disc. It indexes many of the same magazines as Reader's Guide to Periodical Literature, but also includes a selection of more scholarly magazines (often called "journals") such as The Hasting's Center Report, New Perspective's Quarterly and Public Health Reports. It only covers the latest four years. Academic Index is also known as Infotrac.

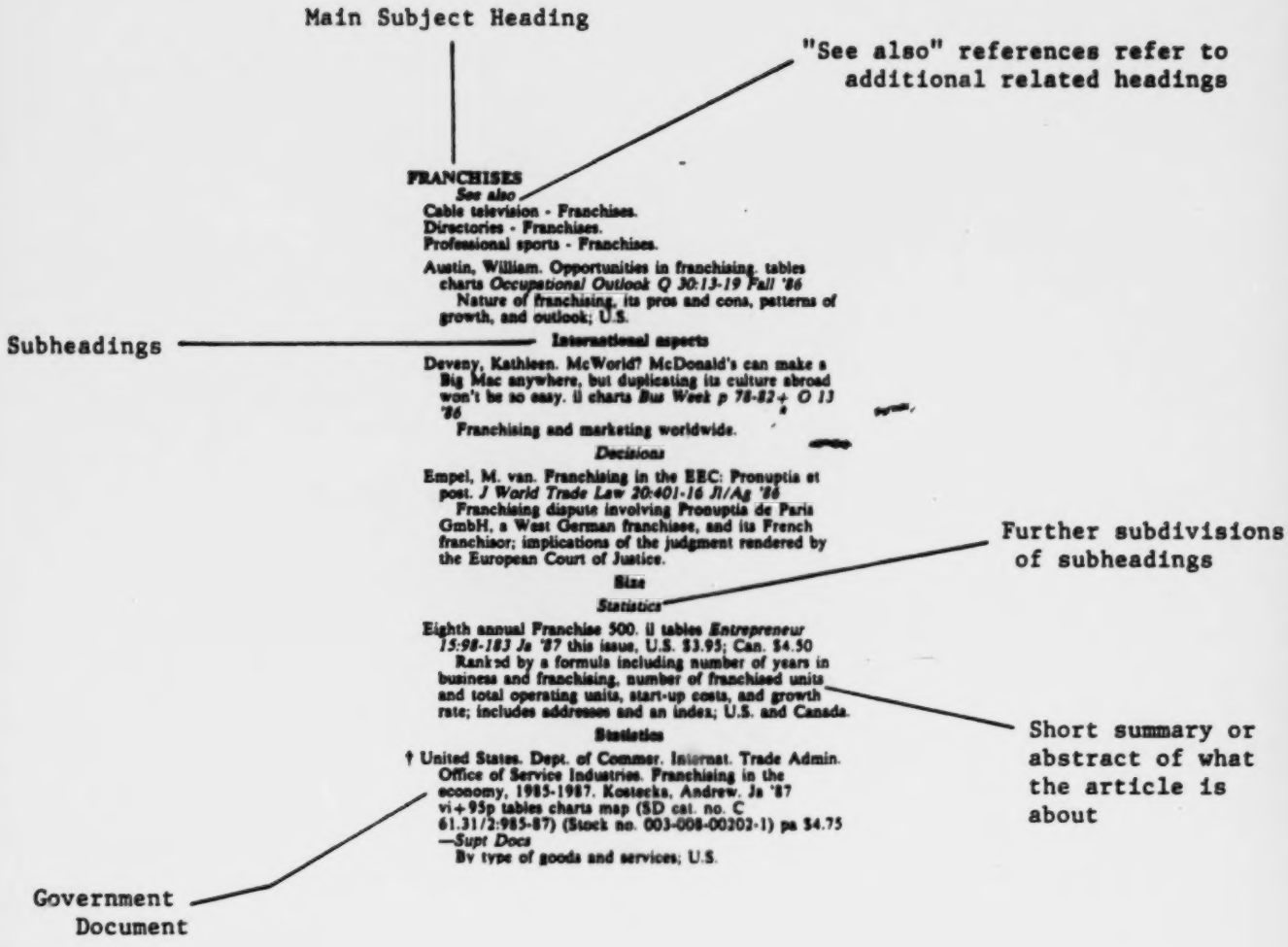
Public Affairs Information Service Bulletin (PAIS) (Ref, Index Shelf 6)

PAIS covers periodicals in the fields of public affairs and public policy. It includes both popular and scholarly periodical articles, books, government documents and the reports of public and private organizations. It has been published since 1915.

HOW TO USE A PERIODICAL INDEX

Although indexes vary in format, they all give you the same basic information that you need in order to identify a particular article on a subject. The example on the following page illustrates the use of a periodical index with an excerpt from the Public Affairs Information Service Bulletin volume for 1987. The example shows what you would find if you looked up the topic "Franchises" in this index.

Example from the Public Affairs Information Service Bulletin, part of page 530, 1987.


Main Subject Heading
"See also" references refer to additional related headings
Subheadings
Further subdivisions of subheadings
Short summary or abstract of what the article is about
Government Document

FRANCHISES
See also
Cable television - Franchises.
Directories - Franchises.
Professional sports - Franchises.

Austin, William. Opportunities in franchising, tables charts *Occupational Outlook Q 30:13-19 Fall '86*
Nature of franchising, its pros and cons, patterns of growth, and outlook; U.S.

International aspects

Deveny, Kathleen. McWorld? McDonald's can make a Big Mac anywhere, but duplicating its culture abroad won't be so easy. il charts *Bus Week p 78-82+ O 13 '86*
Franchising and marketing worldwide.

Decisions

Empel, M. van. Franchising in the EEC: Pronuptia et post. *J World Trade Law 20:401-16 Jl/Ag '86*
Franchising dispute involving Pronuptia de Paris GmbH, a West German franchisee, and its French franchisor; implications of the judgment rendered by the European Court of Justice.

Size

Statistics

Eighth annual Franchise 500. il tables *Entrepreneur 15:98-183 Ja '87* this issue. U.S. $3.95; Can. $4.50
Ranked by a formula including number of years in business and franchising, number of franchised units and total operating units, start-up costs, and growth rate; includes addresses and an index; U.S. and Canada.

Statistics

† United States. Dept. of Commer. Internat. Trade Admin. Office of Service Industries. Franchising in the economy, 1985-1987. Kostecka, Andrew. Ja '87 vi+95p tables charts map (SD cat. no. C 61.31/2:985-87) (Stock no. 003-008-00202-1) pa $4.75 —*Supt Docs*
By type of goods and services; U.S.

BIBLIOGRAPHIC CITATION

A reference which provides enough information to enable a user to identify and locate an article is called a bibliographic citation. A citation from our example on the previous page is illustrated below:

> Deveny, Kathleen. McWorld? McDonald's can make a Big Mac anywhere, but duplicating its culture abroad won't be so easy. il charts Bus Week p 78-82+ O 13 '86

This citation may be broken down into the following elements:

1. **Author of the article** - KATHLEEN DEVENY
2. **Title of the article** - MCWORLD? MCDONALD'S CAN MAKE A BIG MAC ANYWHERE....
3. **Special features** - In this case, IL (illustrations) and CHARTS are included. (See more on special features on p. 26.)
4. **Title of the article in abbreviated form** - BUS WEEK (Business Week). A list in the front of the index volume gives you the unabbreviated title of the periodical, which you will need to locate the periodical in the library.
5. **Page numbers of the article** - p 78-82+ (pages 78 to 82, "+" indicates the article then continues on non-consecutive pages).
6. **Date of the periodical issue in which the article appears** - O 13'86 (OCTOBER 13, 1986)

DETERMINING WHETHER THE LIBRARY OWNS AN ARTICLE

You have to check the Stony Brook Serials Holdings List to determine if our library owns the article that you need. The Holdings List is a four volume set of books which lists our periodical holdings alphabetically. It also contains holdings records for the Health Sciences Library. It is kept on the table behind the reference desks.

You do not look up the article itself. Instead you look through the Holdings List for the name of the periodical containing the article you are looking for.

If you do not find the periodical listed, it probably means that we do not own the title, although some older periodicals on microfilm and many government periodicals which are owned by the library may not be listed in the Holdings List. For more information about these exceptions, see a reference librarian.

HOW TO USE THE UNION LIST OF SERIALS

First you look up a journal title, in this case, New Republic, in the appropriate alphabetical volume of the Stony Brook Serials Holdings List. The example below shows you what the entry looks like:

Title of Periodical
New republic (New York, N.Y.) The New republic.
[New York : The Republic Pub. Co.,
[Vol. 1, no. 1] (Nov. 7, 1914)-
OCLC 1759945:ISSN 0028-6583.
Frequency: Weekly (48 no. a year) <Aug. 30, 1980->
VZE 122- 1950- ([Microfilm=122-161 1950-1969 0.5])
VZBS 1 122- 1950- ([Microfilm=122-161 1950-1969 0.5])
YSW 22-26,28-50,64- 1920-1927,1930- ([Microfilm A212=1-88,84-90,144-145,170-185 1914/1915-1931, 1935,1961,1974-1981 0.5. Microfiche A379=186- 1982- 0.4])
YSMW Main xAP2 .N624 REA 22-26,28-50,64- 1920-1927,1930- ([Microfilm A212=1-88,84-90,144-145, 170-185 1914/1915-1931, 1935,1961,1974-1981 0.5. Microfiche A379=186- 1982- 0.4])
How often published
Health Sciences holdings statement
Main Library holdings statement
Date periodical first published
Call number for Main Library
Microfiche number and our holdings
Microfilm number and our holdings

The information that it is most important for you to decipher is the call number of the periodical and the holdings statement. Both the Health Sciences Library and the Main Library own New Republic. The Main Library's holdings are in bound volumes, microfilm and microfiche. We have scattered holdings in paper until 1930, from which time we have every year in bound volumes. They are all shelved under the call number xAP2.N624. (1930- means 1930 to date.) We also have scattered holdings in microfilm through 1981. The microfilm number is A212. From 1982 on we have New Republic on microfiche as well as in bound volumes. The microfiche number is A379.

WHERE TO FIND THE PERIODICALS

Once you have the call number, you go to the stacks to find the periodical that you are looking for. Recent issues (usually the current year) are kept in the Current Periodical Reading Room. Microfilm and microfiche holdings are housed in the Microforms Collection on the second floor or the Reference Room. (Some periodicals are located in the science libraries, the Health Sciences Library, or the Music Library, but the record in the Holdings List will indicate this, and there is a list of the libraries' four-letter codes with their locations at the beginning of each Union List volume (i.e. YSMG = ESS Library, YSMO = Computer Science Library).

ADDENDUM. Concerning special features (p. 24, #3): Common special feature notes used in periodical index citations are "il" (illustrations), "bibl" (a bibliography is in the article), "por" (pictures (or portraits) are included). See abbreviations table at the beginning of the periodical index being used for a complete listing of special features.

SUMMARY

To find information on a subject in periodicals you should consult periodical indexes. The Stony Brook Library owns many indexes, most of which are devoted to specific fields such as political science, art, psychology, education etc., but some are general in their coverage (e.g. Reader's Guide, Academic Index).

In order to locate a periodical article in this library, you must look up the periodical's title in the Stony Brook Serials Holdings List. The record in this list will indicate where back issues are kept (e.g. shelved in the stacks by call number, in the Microforms Collection, or one of the branch libraries). Current unbound issues are located in the Current Periodicals Reading Room.

CHAPTER THREE REVIEW QUESTIONS

Answers are on page 30.

1. The Stony Brook Serials Holdings List gives you titles of articles. True or False.

2. Periodical indexes tell you what journals the library owns. True or False.

3. Using a periodical index to find articles on a particular topic is more efficient than skimming through issues of magazines.
True or False.

4. Academic Index is issued in annual cumulative volumes with monthly paper updates. True or False.

5. In the example below (from PAIS, 1987), what possible headings could you look under for articles on "Labor Supply"?

LABOR RELATIONS. See Industrial relations.

LABOR STANDARDS

International aspects

Charnovitz, Steve. The influence of international labour standards on the world trading regime: a historical overview. *Internat Labour R 126:565-84 S/O '87*
Major worker rights initiatives, with emphasis on American precedents.

Marquardt, R. Niels. Why worker rights? new laws mean more mission involvement in human rights and trade issues. il map *For Service J 65:24-9 F '88*
Worker rights as a component of U.S. trade legislation.

LABOR SUPPLY
See also
Manpower utilization.
Underemployment.

Asia

Internat. Labour Org. Asian Employment Programme. Human resource planning: the Asian experience. Amjad, Rashid, ed. '87 ix + 323p bibls tables chart indexes (ISBN 92-2-106034-9) $12; (ISBN 92-2-106033-0) pa $8—*Internat Labour Office (ILO)*
Employment, manpower and educational planning, and labor market policies in eleven Asian countries.

Canada

Kaliski, S. F. Accounting for unemployment: a labour market perspective. bibl tables *Can J Econ (Ont) 20:665-93 N '87*
Whether prolonged high unemployment in Canada can be attributed to various structural causes, rather than to demand deficiency.

Statistics

Canada. Statis. Can. Household Surveys Div. Historical labour force statistics, 1987: actual data, seasonal factors, seasonally adjusted data. Ja '88 392 + [4]p il tables (Cat. 71-201 an.) (ISSN 0703-2684) pa Can. $55; elsewhere $65—*Publication Sales, Statistics Canada, Ottawa, Ont. K1A 0T6*
Text in both English and French.

6. In the example on the previous page, under the subheading "Labor Supply - Canada" there is a reference to an article by S.F. Kaliski. What is the abbreviated name of the journal in which it appears? _____
Volume number?_____ Page numbers? _____
Date?_____.

7. The "bibl" in the reference to Kaliski's article means that this article is a subject bibliography.
True or False.

8. How could you find out the full title of the journal being cited in our example? _____
_____

9. The heading "Labor Supply - Canada" has a further subdivision listed. What is it? _____

10. "Labor Relations" is a usable subject heading in PAIS.
True or False.

11. In order to find out if a periodical article you wish to look at is owned by the library, you need to look up the unabbreviated name of the periodical in the Stony Brook Serials Holdings List. True or False.

12. The Stony Brook Serials Holdings List is a set of books kept on a table behind the reference desks. True or False.

13. You cannot tell if a magazine is in the Health Sciences Library from the Serials Holdings List. True or False.

14. The Stony Brook Serials Holdings List does not tell you our microfilm or microfiche holdings of a magazine.
True or False.

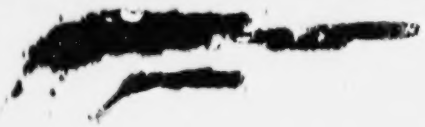
15. In the example at the top of the next page, an entry from the Serials Holdings List is reproduced. What is the title of the magazine? _____ When was it first published? _____ How often is it published?_____

16. According to the example, the Health Sciences Library has this magazine from 1969 to the present. True or False

17. According to the example, which library on the main campus has this title?_____ What is the microfilm number? _____

Newsweek. [Los Angeles, Calif., etc., Newsweek, .
Inc., etc.]
v. 1- Feb. 17, 1933-
DCLC 1760328:ISSN 0028-9604.
Frequency: Weekly <, Dec. 31, 1984->
Absorbed: Today Feb. 27, 1937
VZB (Retains current year.)
VZBS 1 (Retains current year.)
YSM 73- 1969- ([Microfilm A127= 1-68,73-98 1933-
1966,1969-1981 0,5. Microfiche A14=69-72,99-
1967-1968,1982- 0,4])
YSMM Main xAP2 .N6772 PER 73- 1969-
([Microfilm A127= 1-68,73-98 1933-1966,1969-
1981 0,5. Microfiche A14=69-72,99- 1967-1968,
1982- 0,4])

18. The holdings statement in the example says that we have a copy of this magazine in paper format from "73 - 1969- ." What does this statement mean?_____
_____



PRACTICUM EXAM QUESTIONS

On the Practicum Exam, you may be asked questions such as the following:

1. Using the Public Affairs Information Service Bulletin (PAIS) can you find articles about "voting by blacks." Look at the first article. Can you identify all the bibliographic elements (e.g. author of the article, title of the article, date, pages etc...) within the citation? How would you go about finding if the library had the article?

2. Can you identify headings, subheadings, and cross references in indexes such as PAIS?

3. What information would you need in order to find a 1950 volume of a periodical in the library? How would you get this information? If you were looking for a current issue of a periodical that the library owns, where would you find it? How are current issues of periodicals arranged in the library?

4. Using the Stony Brook Serials Holdings List, can you determine if the library owns a particular volume of a journal (e.g. volume 3 of Political Behavior). Where in the library would you go for this volume?

ANSWERS TO REVIEW QUESTIONS-- POL 121 CHAPTER 3.
Numbers in parentheses are relevant pages in this workbook.

1. False (page 24, bottom to page 25)
2. False (p.24, 3rd paragraph from bottom, 1st sentence)
3. True (p.21, par. 5)
4. False (p.22, middle)
5. Labor Supply; Manpower Utilization; Underemployment (pp.23-24)
6. Can J Econ, vol. 20, pages 665-693, Nov. 1987. (pp.23-24)
7. False (p.24, #3 and p.26, addendum)
8. Look at the abbreviations list for periodicals at the beginning of the index volume being used. ((p.24, #4)
9. Statistics (p.23)
10. False. You have to see "Industrial Relations." (not explicitly covered in chapter)
11. True (p.24, bottom)
12. True (p.24, bottom)
13. False (p.24, bottom)
14. False (p.25)
15. Newsweek; Feb. 17, 1933; weekly (p.25)
16. False (pp. 25 and 26)
17. Main Library; A127 (p. 25)
18. The bound volumes owned by the library start with vol. 73, 1969 and we have it through to the present with no breaks in the run. (p.25)

CHAPTER FOUR

FINDING SCHOLARLY JOURNAL ARTICLES

INTRODUCTION

In Chapter 3, we learned how to find articles in periodicals (magazines and journals) by using periodical indexes (i.e. Reader's Guide to Periodical Literature, Academic Index, and PAIS). Reader's Guide is a periodical index to many popular American magazines such as Time, McCall's and Business Week. Academic Index and PAIS are indexes to a mix of popular as well as scholarly periodicals. Popular periodicals are usually called magazines; scholarly periodicals are called journals.

In this chapter we will further examine the process of identifying articles, this time emphasizing those that have appeared in political science journals. We will discuss the importance of journals, and note several important periodical indexes and abstracting sources which specialize in listing political science articles.

THE IMPORTANCE OF SCHOLARLY JOURNALS

A scholarly journal is a professional magazine containing articles which have been written by specialists in a field of study. These articles tend to be authoritative and up to date. Like magazines, journals are usually published at regular intervals (e.g. monthly, bi-monthly and quarterly).

Journal articles have much importance to the researcher. They supplement information found in books, for instance, because they contain recent research and trends, whereas books, which can take a while to be published, often contain dated material.

Journals can also supplement information found in popular magazines and newspapers. Magazine and newspaper articles, while of great importance to the library user, are not usually scholarly or research oriented. Views presented in these publications do not carry the same scientific weight as do those appearing in journals. While magazine and newspapers may report on research findings, the articles themselves are usually not based on scientifically gathered data, as is the case with journal articles.

Articles in journals tend to refer throughout their text to other relevant studies that have already been done. They conclude with bibliographies which cite all the research referred to. Newspaper and magazine articles rarely include bibliographic citings.

DETERMINING WHAT JOURNALS TO USE FOR A PARTICULAR QUESTION

There are hundreds of scholarly journals that contain articles on political science subjects. And there are a number of ways to determine which of these might be good for your research. For instance, you could find out from a professor what journals are particularly good for a question. Or, perhaps in reading a text book, an encyclopedia, or a journal, you might come upon a bibliography which cites scholarly articles.

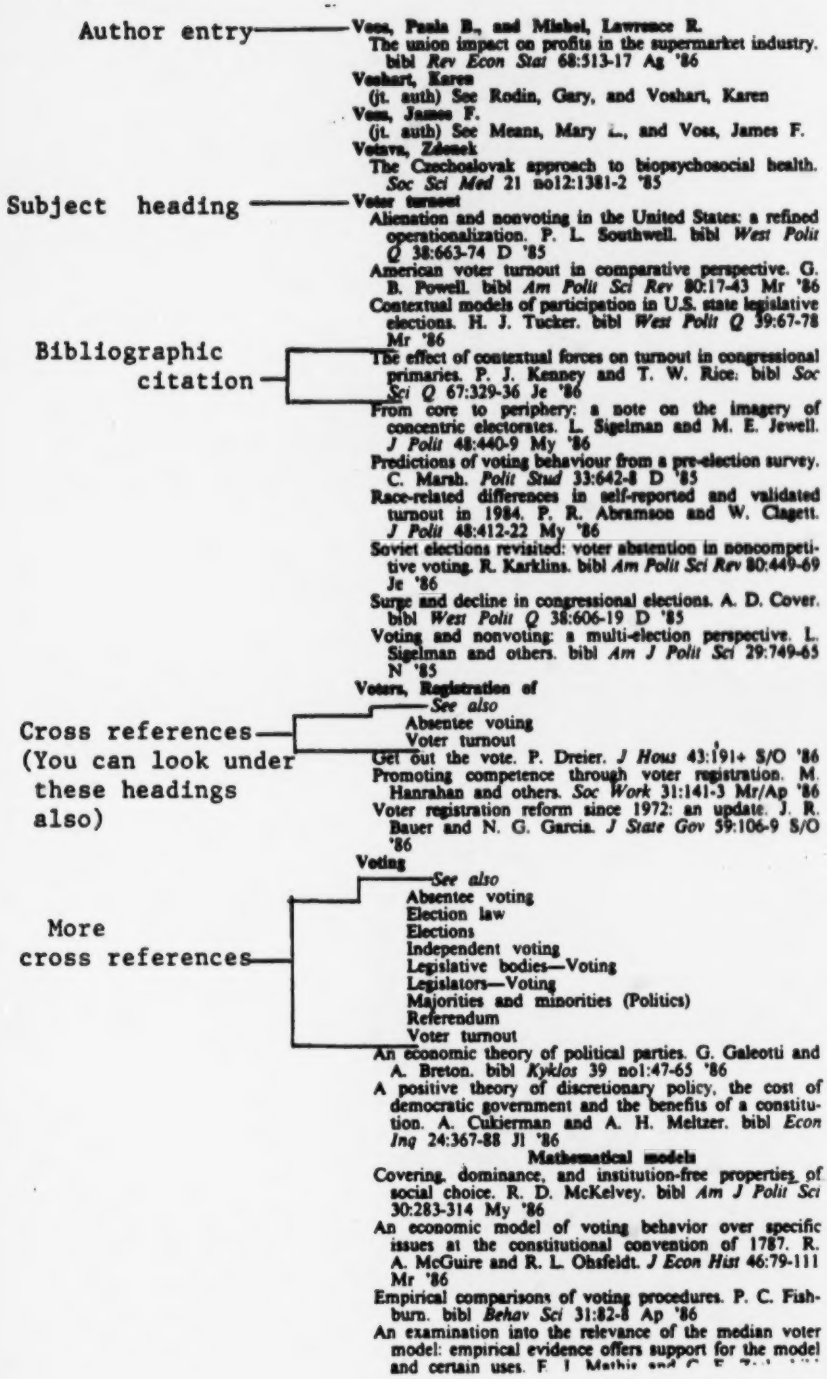
If you were to ask a librarian what journals you should use for research, he or she would most likely refer you to periodical indexes or abstracting sources. You have already learned about the former in chapter 3. There are over 100 different periodical indexes and abstracting sources in the reference room. They list articles in popular and scholarly periodicals in many different fields. Many of these sources concentrate on listing articles in one particular field such as political science, sociology, or economics. Most of these sources cite scholarly articles, not general, popular ones.

AN EXAMPLE OF A PERIODICAL INDEX FOR SCHOLARLY ARTICLES

The example on the next page is from an important periodical index entitled the Social Sciences Index (Ref, Index Shelf 3). It lists articles that have appeared in hundreds of social science journals including ones in political science, sociology, psychology, economics, history, etc. You may notice that its format is essentially the same as Reader's Guide to Periodical Literature which was illustrated in chapter 3. But, unlike Reader's Guide, the Social Sciences Index covers only scholalry journals.

The Social Sciences Index, like most periodical indexes, provides the researcher with both an author and subject approach to the articles it lists. It is made up of several bound volumes, each one covering a specific time period, usually one year. During the current year, the volume is issued at regular intervals in soft covered booklets. This is a typical publishing arrangement for periodical indexes.

Example from the Social Sciences Index, part of page 1500, 1986-'87 volume.



Voss, Paula B., and Mishel, Lawrence R.
The union impact on profits in the supermarket industry. bibl *Rev Econ Stat* 68:513-17 Ag '86

Voshart, Karen
(jt. auth) See Rodin, Gary, and Voshart, Karen

Voss, James F.
(jt. auth) See Means, Mary L., and Voss, James F.

Votava, Zdenek
The Czechoslovak approach to biopsychosocial health. *Soc Sci Med* 21 no12:1381-2 '85

Voter turnout
Alienation and nonvoting in the United States: a refined operationalization. P. L. Southwell. bibl *West Polit Q* 38:663-74 D '85
American voter turnout in comparative perspective. G. B. Powell. bibl *Am Polit Sci Rev* 80:17-43 Mr '86
Contextual models of participation in U.S. state legislative elections. H. J. Tucker. bibl *West Polit Q* 39:67-78 Mr '86
The effect of contextual forces on turnout in congressional primaries. P. J. Kenney and T. W. Rice. bibl *Soc Sci Q* 67:329-36 Je '86
From core to periphery: a note on the imagery of concentric electorates. L. Sigelman and M. E. Jewell. *J Polit* 48:440-9 My '86
Predictions of voting behaviour from a pre-election survey. C. Marsh. *Polit Stud* 33:642-8 D '85
Race-related differences in self-reported and validated turnout in 1984. P. R. Abramson and W. Claggett. *J Polit* 48:412-22 My '86
Soviet elections revisited: voter abstention in noncompetitive voting. R. Karklins. bibl *Am Polit Sci Rev* 80:449-69 Je '86
Surge and decline in congressional elections. A. D. Cover. bibl *West Polit Q* 38:606-19 D '85
Voting and nonvoting: a multi-election perspective. L. Sigelman and others. bibl *Am J Polit Sci* 29:749-65 N '85

Voters, Registration of
See also
Absentee voting
Voter turnout
Get out the vote. P. Dreier. *J Hous* 43:191+ S/O '86
Promoting competence through voter registration. M. Hanrahan and others. *Soc Work* 31:141-3 Mr/Ap '86
Voter registration reform since 1972: an update. J. R. Bauer and N. G. Garcia. *J State Gov* 59:106-9 S/O '86

Voting
See also
Absentee voting
Election law
Elections
Independent voting
Legislative bodies—Voting
Legislators—Voting
Majorities and minorities (Politics)
Referendum
Voter turnout
An economic theory of political parties. G. Galeotti and A. Breton. bibl *Kyklos* 39 no1:47-65 '86
A positive theory of discretionary policy, the cost of democratic government and the benefits of a constitution. A. Cukierman and A. H. Meltzer. bibl *Econ Inq* 24:367-88 Jl '86

Mathematical models
Covering, dominance, and institution-free properties of social choice. R. D. McKelvey. bibl *Am J Polit Sci* 30:283-314 My '86
An economic model of voting behavior over specific issues at the constitutional convention of 1787. R. A. McGuire and R. L. Ohsfeldt. *J Econ Hist* 46:79-111 Mr '86
Empirical comparisons of voting procedures. P. C. Fishburn. bibl *Behav Sci* 31:82-8 Ap '86
An examination into the relevance of the median voter model: empirical evidence offers support for the model and certain uses. F. J. Mathis and C. E. [illegible]

INTERPRETING A CITATION FROM THE SOCIAL SCIENCES INDEX

A reference which provides enough information to enable the user to identify and locate an article is called a bibliographic citation. One of these, the first item under the heading "Voter turnout" in the example on the previous page, is shown below.

> **Alienation and nonvoting in the United States: a refined operationalization. P.L. Southwell. bibl West Polit Q 38:663-74 D '85.**

This may be broken down into the following elements:

1. **Title of the article** - ALIENATION AND NONVOTING IN THE UNITED STATES: A REFINED OPERATIONALIZATION
2. **Author** - P.L. Southwell
3. **Special features** - BIBL (THIS INDICATES THAT A BIBLIOGRAPHY OR LIST OF ADDITIONAL BOOKS AND/OR ARTICLES IS INCLUDED.)
4. **Title of the periodical in abbreviated form** - WEST POLIT Q (A LIST IN FRONT OF THE INDEX VOLUME GIVES THE FULL TITLE OF THE PERIODICAL.) YOU WILL NEED THE FULL TITLE TO LOCATE THE PERIODICAL IN THE LIBRARY.
5. **Volume number** - 38
6. **Page numbers of the article** - 663-74 (PAGES 663-674).
7. **Date of the periodical issue in which article appears** - D '85 (DECEMBER 1985).

Other notes: The above article has one author. If the article had been written by one or more other authors, their names would appear also.

: Any citation element which is abbreviated (e.g. "bibl" or "D") will be spelled out on an abbreviations page appearing in the front of the volume you are using.

: A few citations in the Social Sciences Index contain an issue number after the volume number. For instance, in our example, the first item listed under the subject heading "Voting" is an article by A. Breton which has a bibliography, it appears in the journal Kyklos, volume 39, issue number 1 of volume 39, on pages 47-65, 1986.

DETERMINING WHETHER THE LIBRARY OWNS AN ARTICLE

As explained in chapter 3, you determine if the library owns a periodical by consulting the Stony Brook Union List of Serials. See pages 24 to 25 for a complete explanation.

USING ABSTRACTING SOURCES

An abstracting source is a reference work that contains many abstracts (or summaries) of research and other writings in a particular field. Some common titles of abstracting sources are the International Political Science Abstracts, Sociological Abstracts, Women Studies Abstracts, and Psychological Abstracts. These sources are similar to periodical indexes in that they are published at regular intervals, each issue covers a particular time period, the issues cumulate into annual volumes, and they tell you what articles have been written on topics and where the articles appear. But they differ from periodical indexes in the following ways:

1. Abstracting sources contain summaries of writings; periodical indexes do not. ("Abstract" means summary.)

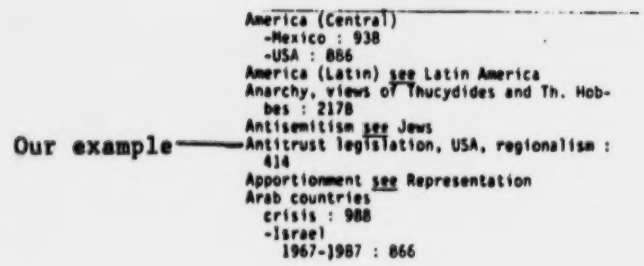
2. In addition to citing periodical articles, abstracting sources may include listings for such items as books, dissertations, research reports, and papers presented at professional conferences.

3. Abstracting sources are usually divided into three major sections: a subject index, an author index, and a collection of abstracts.

Four Steps

Finding articles through the use of abstracting sources is a four step process. Suppose you are trying to find information about the politics of anti-trust legislation and you are using the International Political Science Abstracts as a source.

Step 1. Consult the subject index for a particular year under the heading most closely related to the topic. In the following example, taken from the 1987 volume, under the heading "Antitrust legislation," appears an entry for an article written on that topic, followed by an item number. Some of the headings have co-terms attached to them to further describe what the article is about. In our example on the next page, the co-terms next to "antitrust" are "USA," and "regionalism."



Step 2. Look up the item number of the reference (414) in the main section of the volume that you are using. Abstracts in this book are arranged in numerical order. The following example for item 414 illustrates the full reference and the accompanying abstract, or summary.

38 414 SANDERS, Elizabeth — **Industrial concentration, sectional competition, and antitrust politics in America, 1880-1980.** *Studies in American Political Development* 1, 1986. 142-214

This case study of the development of antitrust laws ovdr the past century presents a theory of economic policy evolution in the US that emphasizes the importance of sectional conflict — founded on fundamental differences in regional economic systems — in the development of the US regulatory state. An empirical analysis of congressional roll call votes, supplemented by debates, hearings and other primary and secondary sources establishes the main evidence for the hypothesis that regional economic competition has been more fundamental to policy development here than party, ideology or even intra-systemic class relations. [A]

Step 3. Copy down the full bibliographic citation for each item (author, title of article and journal, date, volume number and pages).

Step 4. To determine if the library owns a journal article, look in the Stony Brook Serials Holdings List (see pages 24-25).

More on Abstracts

1. Some abstracting sources like the International Political Science Abstracts put their indexes and abstracts for one volume in one book. Some others, such as Sociological Abstracts and Psychological Abstracts, are bound so that the indexes and abstracts for a given volume are in separate books. Keep this in mind when using abstracting sources.

2. Abstracting sources often include an issue number notation in their citations (more than periodical indexes do). The issue number follows the volume number, sometimes in parentheses. In the example below, the article cited (from a 1988 issue of International Political Science Abstracts) is in the American Journal of Political Science, issue 2 of volume 32, May, 1988, on pages 276-301.

> 38.3477 SINCLAIR, Barbara — The distribution of committee positions in the US Senate : explaining institutional change. *American Journal of Political Science* 32 (2), May 88 : 276-301.
>
> Congressional scholars agree that between the 1950s and the 1980s the US Senate moved toward a more equal distribution of influence. Focusing upon the distribution of valued committee positions, this study attempts to explain that institutional change. Between 1953 and 1983, assignments to prestige committees and subcommittee leadership positions became more broadly and more equally distributed. That change, it is argued, was the result of two distinct processes. The new liberal

INDEXES AND ABSTRACTING SOURCES RELATED TO POLITICAL SCIENCE

America: History and Life. (Ref E171.A4)

Education Index (Ref, Index Shelf 4)

International Bibliography of the Social Sciences. Political Science. (Ref JA1.A1 I64)

International Political Science Abstracts (Ref JA36.I5)

Psychological Abstracts (Ref, Index Shelf 2)

Public Affairs Information Service Bulletin. (P.A.I.S.) (Ref, Index Shelf 6)

Social Sciences Index (Ref, Index Shelf 3)

Sociological Abstracts (Ref, Index Shelf 12)

United States Political Science Documents (Ref JA36.U52)

Writings on American History (Ref E171.W7)

CHAPTER FOUR REVIEW QUESTIONS
ANSWERS ARE ON PAGE 42.

1. A journal is a scholarly periodical. A magazine is a popular periodical. True or False

2. Magazines and journals are published at regular intervals. True or False

3. One advantage of periodical literature is that it contains current information. True or False

4. Journal articles are not specifically written for the general public (the non-specialist). True or False

5. Magazine articles usually include bibliographies. True or False

6. Journal articles usually include bibliographies. True or False

7. Periodical indexes and abstracting sources list articles in popular and/or scholarly periodicals in many different fields. True or False

8. Some abstracting sources concentrate on listing articles in just one field such as political science. True or False

9. The Social Sciences Index lists articles that have appeared in many scholarly social science journals. True or False

10. Most periodical indexes provide the researcher with both an author and subject approach. True or False

11. A reference which provides the researcher with enough information to identify an article is called a _____

12. In a periodical index bibliographic citation, the note "bibl" means _____

13. If a journal title is abbreviated in a periodical index, you can find out the full title by _____
_____

14. In example 1 on the next page (from the 1987/88 volume of the Social Sciences Index), what is the main subject heading given for the topic, "freedom of information"?
_____

15. A cross-reference is another subject heading that you can look under for more citations. True or False

16. In example 1, what cross-reference is given for the main heading? _____

17. In example 1, what are the sub-headings? _____
_____

18. How many article are cited in the entirety of example 1?
_____

19. Concerning the article cited under "Freedom of Information -- Developing Countries", what does "il" mean? _____
What is the journal title (abbreviated)? _____
What are the article's page numbers? _____
What is the journal's issue and year? _____

20. In example 1, how many cited articles are specifically about the United States? _____

EXAMPLE 1

Freedom of information
See also
Government and the press
International aspects
See also
United Nations. Committee on Information
Assembly calls for co-operation in a new world information and communication order. *UN Chron* 24:96-7 F '87
Developing countries
Closing the gap: the new world information order. C. A. Giffard. il *Afr Rep* 32:61-4 Mr/Ap '87
Great Britain
Power play in Whitehall. D. Campbell. *New Statesman* 113:14-16 My 22 '87
Read more or less all about it; personal files. *Economist* 302:74 F 28 '87
Soviet Union
Chernobyl' and glasnost'. E. Jones and B. L. Woodbury, II. il *Probl Communism* 35:28-39 N/D '86
Gambling on glasnost: a chronicle of current events [panel discussion] G. Pell. il *Public Opin* 9:4-8 Mr/Ap '87
United States
Notifying workers at risk: the politics of the right-to-know. R. Bayer. *Am J Public Health* 76:1352-6 N '86
Toward a government information policy—FOIA at 20: symposium. L. E. Feinberg and H. C. Relyea. *Public Adm Rev* 46:603-39 N/D '86

EXAMPLE 2

38.552 HAAS, Michael – **Comparing paradigms of ethnic politics in the United States: the case of Hawaii.** *Western Political Quarterly* 40 (4), Dec. 87: 647-672.

The persistence of ethnic voting has been expected to disappear as immigrants gradually become acculturated of life in the USA, according to assimilationist theory. Integration theory attributes ethnic bloc voting in American local politics to segregated social communities and ethnic discrimination. But neither theory accounts for ethnic politics in Hawaii, where coalition-building theory is more relevant: ethnic groups struggle to secure political rewards, regardless of recency of migration to extent of social contact between ethnic groups. The three theories are specified in terms of specific in terms of specific operational tests, then compared on data from state politics in Hawaii. [R]

21. Concerning the first article under "Freedom of Information-- United States," who is the author?_____
What is the article's title? _____
_____
What is the volume number of the journal? _____
What are the article's pages? _____

What is the date of the issue in which the article appears? _____

What is the title of the journal (abbreviated)? _____

22. Concerning the second article under "Freedom of Information--United States," what is the journal title (abbreviated)? _____

What is the article's title? _____

_____

Who are the author's? _____

What is the date of the issue in which the article appears? _____

What is the journal's volume number? _____

What are the article's page numbers? _____

23. Abstracting sources include summaries of items that are cited. True or False

24. Abstracting sources only cite books. True or False

25. Abstracting sources do not have an author approach. True or False

26. When using an abstracting source, you determine what abstract number(s) to look under by first consulting the _____

_____

27. Example 2 above is from the International Political Science Abstracts. Who is the author? _____

What is the number of the issue being cited? _____

23. The illustration in example 2 is what you would find if you were looking in the subject index section of the source. True or False

PRACTICUM EXAM QUESTIONS

On the Practicum Exam, you may be asked questions such as the following:

1. Using the Social Sciences Index, can you find articles about corruption in politics? Can you identify all the bibliographic elements (e.g. author of article, title of article, date, etc.) within these citations? How would you go about finding these articles in the library?

2. Can you identify subject headings, subheadings, and cross references in periodical indexes such as the Social Sciences Index?

3. Do you know what to do with cross references that are given in periodical indexes?

4. Using the Stony Brook Serials Holdings List, can you determine if the library owns a particular volume of a journal (e.g. volume 15 of Political Studies). Where in the library would you go for this volume?

5. Using the International Political Science Abstracts, find a reference to an article about energy policy (or some other topic), and provide the following information:

subject heading used to find article reference
item number of reference
author(s)
article title
journal name
volume number, issue number, date, page numbers

Determine whether the article is available in the library. If it is, indicate its call number and where you would go to find it.

6. Use one of the abstracting sources listed at the end of this chapter (other than International Political Science Abstracts) to find a reference to an article on the homeless (or some other specified topic). Describe what you would do to find the reference to this article and how the source you used differs from IPSA.

ANSWERS TO REVIEW QUESTIONS--POL 121 CHAPTER 4.
Numbers in parentheses are relevant pages in this workbook.

1. True (page 31, paragraph 1)
2. True (p.31, par. 3)
3. True (p.31, par. 3)
4. True (p.31, par. 5)
5. False (p.32, par. 1)
6. True (p.32, par. 1)
7. True (p.32, par. 3)
8. True (p.32, par. 3)
9. True (p.32, par. 4)
10. True (p.32, par. 5)
11. bibliographic citation (p.34, par. 1)
12. the article contains a bibliography. (p.34, #3)
13. checking the periodicals abbreviations listing in the front of the volume you are using. (p.34, #4)
14. Freedom of information (p.33)
15. True (p.33)
16. Government and the press (p.33)
17. International aspects; Developing countries; Great Britain; Soviet Union; United States. (p.33)
18. 8 (p.33)
19. illustration (p.34, #3; p.26, Addendum)
    Afr Rep (p.33; p.34, #4)
    pages 61-64 (p. 33; p.34, #6)
    March/April 1987 (p.33; p.34, #7)
20. 2 (p.33)
21. R. Bayer (p.33; p.34, #2)
    Notifying workers at risk: the politics of the right-to-know. (p.33; p.34, #1)
    76 (p.33; p.34, # 5)
    1352-1356 (p.33; p.34, #6)
    November 1986 (p.33; p.34, #7)
    Am J Public Health (p.33; p.34, #4)
22. Public Adm Rev (p.33; p.34, #4)
    Toward a government information policy-FOIA at 20: symposium. (p.33; p.34, #1)
    L.E. Feinberg and H.C. Relyea (p.33; p.34, #2)
    November/December 1986 (p.33; p.34, #7)
    46 (p.33; p.34, #5)
    603-639 (p.33; p.34, #6)
23. True (p.35, par. 2)
24. False (p.35, #2)
25. False (p.35, #3)
26. author and/or subject index sections of the source. (Page 35, bottom, to page 36 illustrates a search beginning with the subject index. If you know of an author who has written on your topic, you could begin by looking in the author index under that person's name.)
27. Michael Haas (p. 36, step 2)
28. False. It is what you would see when looking in the abstract section of the source.

CHAPTER FIVE

NEWSPAPERS

INTRODUCTION

Newspapers are a useful source of information for political scientists. They are particularly helpful for finding out the details of political events, following the day to day affairs of Congress and the federal and state governments, and tracking trends and swings of public opinion. Editorial columns often reflect changes in the political climate. Newspapers can also be a good source for book reviews on government, political events and personalities.

The aim of this chapter is to describe the extent of the newspaper collection at Stony Brook, and explain how to find newspaper articles through the indexes we own. Lastly, it shows you how to interpret citations in the New York Times Index and actually obtain the articles.

The Stony Brook Library has a large collection of newspapers. It currently receives several major American papers such as The New York Times (which we have from its first issue in 1851), the Los Angeles Times and the Washington Post. The collection also includes newspapers from foreign countries, such as the Times of London, Le Monde published in Paris, and Pravda from Moscow. We also receive local newspapers, the major one for the area being Newsday. In addition, the library owns many historical newspapers, including a large collection of early American papers dating back to colonial times and a collection of several hundred radical and protest newspapers from the 1960's to the present. All of our newspapers, except those dating from the last few months, are on microfilm. The recent paper copies are kept in the Current Periodicals Reading Room. You can find out what newspapers we receive from lists kept in the Reference Room and in the Current Periodicals Room.

USING NEWSPAPER INDEXES

In order to trace past newspaper coverage of a particular topic (such as the Iranian hostage drama), or locate recent articles on a current news item (such as the effects of the AIDS crisis), you will need to use a newspaper index. Those indexes allow you to pinpoint the location of articles within a newspaper. The main newspaper indexes in the Stony Brook Library, and the dates for

which they are available, are listed below. They are all located in the Government Documents section of the library on the second floor above the Reference Room.

Chicago Tribune Index, 1972-
Christian Science Monitor Index, 1960-
Los Angeles Times Index, 1972-
New York Times Index, 1851-
Wall Street Journal, 1955-
Washington Post, 1971-

Newspaper Indexes on Microfilm or Computer

The major problem with newspaper indexes in paper format is that they are always at least a couple of months out of date and therefore impossible to use for very recent events. The following indexes produced either in microfilm or computer format are usually more current:

Academic Index, available in the Reference Room on compact disk. Essentially an index to magazines and journals, it also indexes the latest three months of the New York Times.

National Newspaper Index, latest three years on microfilm reader, located in Government Documents section. Indexes five newspapers: New York Times, Wall Street Journal, Los Angeles Times, Christian Science Monitor and Washington Post.

Newsday has a paper index which covers the period 1977 to 1984 and then only Long Island news and events. From 1985 to date, it is available as a computer database. Ask at the Reference Desk for information on how to use this service.

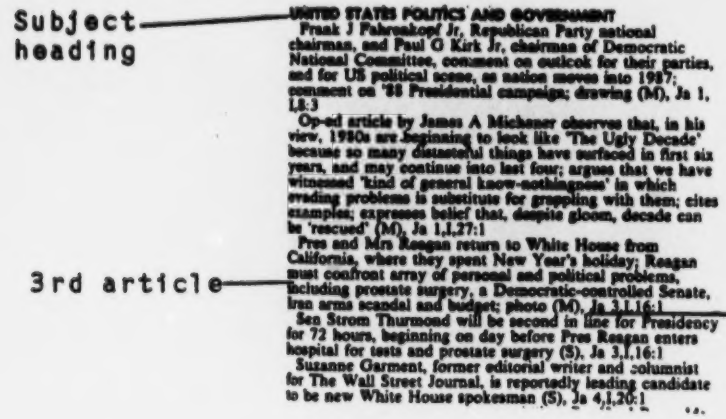
HOW TO USE A NEWSPAPER INDEX

We will look at two different examples from the New York Times Index. This index uses the following types of subject headings:

Regular headings	("Environment"; "Crime and Criminals")
Geographical names	("Washington DC"; "Israel, State of")
Organization names	("United Nations"; "American Federation of Labor")
Personal names	("Cuomo, Mario M. (Gov.)"; "Elizabeth II, Queen of Great Britain")

Example 1:

In the first example, the subject heading is "United States Politics and Government." The paragraphs that appear beneath this heading cite and summarize articles that were printed in the New York Times for a particular time period. (This example is taken from the 1987 volume of the index).


Subject heading
UNITED STATES POLITICS AND GOVERNMENT
Frank J Fahrenkopf Jr, Republican Party national chairman, and Paul G Kirk Jr, chairman of Democratic National Committee, comment on outlook for their parties, and for US political scene, as nation moves into 1987; comment on '88 Presidential campaign; drawing (M), Ja 1, 1,8:3
Op-ed article by James A Michener observes that, in his view, 1980s are beginning to look like 'The Ugly Decade' because so many distasteful things have surfaced in first six years, and may continue into last four; argues that we have witnessed 'kind of general know-nothingness' in which evading problems is substitute for grappling with them; cites examples; expresses belief that, despite gloom, decade can be 'rescued' (M), Ja 1,1,27:1
3rd article
Pres and Mrs Reagan return to White House from California, where they spent New Year's holiday; Reagan must confront array of personal and political problems, including prostate surgery, a Democratic-controlled Senate, Iran arms scandal and budget; photo (M), Ja 3,1,16:1
Sen Strom Thurmond will be second in line for Presidency for 72 hours, beginning on day before Pres Reagan enters hospital for tests and prostate surgery (S), Ja 3,1,16:1
Suzanne Garment, former editorial writer and columnist for The Wall Street Journal, is reportedly leading candidate to be new White House spokesman (S), Ja 4,1,20:1
length of article and citation: Jan. 9, section 12, page 14.

The third paragraph cites an article about the personal and political problems faced by President Reagan. The "M" indicates that the article is of medium length (more than 1 column but less than 2). The index also uses the symbol "S" to indicate shorter articles that run one half column or less, and "L" to indicate longer items that exceed two columns. When no indication of length is given, the citation is for an editorial, regular column, or review. The identifying elements of the third citation are shown by the symbols:

Ja 3, I, 16:1

January 3 Section 1 Page 16, column 1.

Note that the year is not included in the citation. It is understood that it is the year of the volume you are using. The example above indicates that the article is in section ONE by using roman numeral I. When no roman numeral is provided, it is understood that the article appears in the first section. Note

also that all articles that appear beneath a subject heading are listed in chronological order (i.e. by the dates that they were printed in the New York Times).

Example 2:

The following example (again from the 1987 New York Times Index) illustrates another standard type of entry found in that index. Instead of listing the articles under the original heading "Election Commission, Federal," it directs the user to a second heading (often called a cross reference), under which are listed references to articles about the Federal Election Commission dealing with specific people, places or events such as "New Jersey" or the "Presidential Election of 1980."

Original heading

ELECTION COMMISSION, FEDERAL. See also
Falwell, Jerry (Rev), O 8
Idaho, O 28
Illinois, F 18
New Jersey, Ag 2
New York State – Elections – House of Representatives (US), Je 16
Presidential Election of 1980, N 23
Presidential Election of 1984, Ap 18, D 7
Presidential Election of 1988, F 22, Mr 4,6, Ap 18, My 24, Je 1,2,3,5,10, Jl 8,13,25,28, S 10,25, O 16,23, D 7,25,29,30
United States – Elections, Ja 13, Ap 29, My 25, Je 7, O 20, N 8

The full citations are looked up under the cross references. The entry for "United States - Elections" has six dates cited. The first refers to an article that appeared in the January 13 issue of the New York Times about the number of political action committees that made contributions to candidates in 1986. The cross reference is shown below:

Cross Reference from original heading

UNITED STATES – Congress (US)
contest in Congress, D 28,I,3:1
LTV Corp publishes handbook for lobbyists, including pronunciation guide to names of senators and representatives (S), D 31,I,20:5
Elections, See also
Presidential Election of 1988
Presidential Elections (US)
Contributions to political parties always fall off dramatically just after election, so Democratic Congressional Campaign Committee is trying to revive interest and also raise money by circulating 'Official 1988 Democratic Presidential Poll' to test group of 100,000 party members (S), Ja 5,I,14:5
Justice Dept has approved policy that would broaden its authority to enforce Voting Rights Act (S), Ja 6,I,14:1
National Women's Political Caucus is sponsoring Minority Women Candidate Training Workshop in move to develop pool of minority women to seek local offices (S), Ja 6,I,19:1
David Johnson, executive director of Democratic Senatorial Campaign Committee, will be partner in new lobbying firm of Griffin and Johnson; successor on committee has not been named (S), Ja 8,II,8:2
Democratic leaders note with satisfaction party's significant victory in state legislative races last November (S), Ja 9,I,16:1
Federal Election Commission reports that 4,157 political action committees made special interest contributions to candidates in 1986 (S), Ja 13,I,20:2

Article cited for Jan. 13th.

HOW TO ACTUALLY OBTAIN THE NEWSPAPER

Get the microfilm call number of the newspaper by looking under its name in the microforms card catalog, which is located in the Government Documents section. Take down the call number (e.g. the call number of the New York Times is "Microfilm A7"). Go to the Microforms area at the other end of the same floor with the call number and the dates that you need. The person on duty will help you find the microfilm, and demonstrate how to use the microfilm machines for reading and photocopying.

SUMMARY

The library has a large collection of newspapers, both foreign and U.S., including a full run of the New York Times from 1851 and other major American papers.

Newspaper indexes, such as the New York Times Index, are used to get exact citations to articles.

The most recent issues of newspapers received are in the Current Periodicals Reading Room. Earlier years are on microfilm and can be obtained in the Microforms area.

CHAPTER FIVE REVIEW QUESTIONS

Answers to questions are on page 49.

1. The library owns a collection of American radical newspapers from the 1960's. True or False

2. The library owns the entire run of the New York Times. True or False

3. We receive newspapers only on microfilm. True or False.

4. Newspaper indexes are never up-to-date in their coverage. True or False.

5. In example 1 below, examine the April 10 paragraph. Where in the 1987 New York Times does this article appear? Give complete information including date, section number, page and column. How long is the article? _____

_____

6. Where would you find the most up to date indexing for the New York Times

_____

7. What information does example 2 (from the New York Times Index) give you?

_____

_____

_____

EXAMPLE 1

James H Webb, Reagan Administration's nominee for Army Secretary, tells Senate Armed Services Committee he still has doubts about presence of women at Naval Academy, suggesting that including women has diluted training of Marine Corps officers there; photo (M), Ap 7,I, 33:1

Senate votes to confirm James H Webb as Secretary of Navy, despite criticism of article he wrote in 1979 saying women in armed service academies were poisoning atmosphere (S), Ap 10,IV,18:1

Changes at US Naval Academy that Navy Sec James H Webb Jr criticized as indication that academy had 'lost its guts' are defended by other academy observers, including William Busick, director of US Naval Academy Alumni Association; day-to-day routine at academy is less regimented than it used to be, and midshipmen have greater range of courses to pursue (M), D 25,I,28:1

EXAMPLE 2

EDITORIALS, See also
Abortion, F 21, Ag 1, S 1,4, N 20
Acid Rain, Ja 21, Ap 7, Je 20
Acquired Immune Deficiency Syndrome (AIDS), Ja 17, F 4, Mr 1,17,25,29, Ap 30, My 17, Je 2,5,7,10,14,15,17,28, Jl 13,29, Ag 3,16, S 5,20, O 11,14,19, N 1,15,30, D 19,30
Afghanistan, Ja 1, Mr 14,30, My 23, O 10, D 7

PRACTICUM EXAM QUESTIONS

On the Practicum Exam, you may be asked questions such as the following:

1. Using the New York Times Index, show that you can find articles on anti-abortion activists. Can you interpret the citations to these articles? How would you locate the first one in this library?

2. Can you do the same things you did in question 1, this time using the National Newspaper Index?

3. Look at the Los Angeles Times Index. Can you find an article on George Bush? What is the date and page number of this article? Does the library own the actual article?

ANSWERS TO REVIEW QUESTIONS -- POL 121, CHAPTER 5.
(Relevant workbook pages appear in parentheses.)

1. True (page 43, paragraph 3)
2. True (p.43, par. 3)
3. False (p.43, par. 3)
4. False (p.44, "Newspaper Indexes on Microfilm or Computer")
5. April 10, 1987, section 4, page 18, column 1. The article is short (one half column or less). (pages 45-46)
6. Academic Index or National Newspaper Index. (p.44, "Newspaper Indexes on Microfilm or Computer")
7. If you looked under the heading "Editorials", the index would tell you to also see 4 other headings. Under each of these headings you would consult the paragraphs which are noted by dates. The paragraphs appear in chronological order. (pp.45-46)

CHAPTER SIX

REFERENCE BOOKS FOR CURRENT AWARENESS

INTRODUCTION

The aim of this chapter is to introduce you to a select number of special books in the Reference Room which can provide you with current awareness information in politics and government. Keep in mind throughout this chapter that the sources included are just a few of many others in the collection that offer this kind of information. The focus here will be on several prominent works that summarize national news, including events transpiring in the U.S. government (especially Congress), as well as sources that give, or lead to, biographical information, addresses and phone numbers. This chapter, along with the skills taught in Chapters 3 (General Periodical Literature) and 5 (Newspapers) will help you in your research of current affairs.

The types of reference books to be emphasized in this chapter are:

*General Almanacs
*News Digests
*Guides to the U.S. Congress
*Biographical Sources

General Almanacs

Almanacs are annual compendiums of miscellaneous information. They have subject indexes, but their format, organization, and content vary from one source to another. Some examples of information commonly included in almanacs are: background on the countries of the world, lists of important historical events, brief reviews of last year's top news stories, brief biographical information on "notables," statistics on business, economics, population, health, as well as politics (e.g. national elections, names of politicians with their addresses, facts about each of the 50 states, reviews of major legislation considered by Congress, summaries of the decisions of the U.S. Supreme Court, and so forth.)

The following two almanacs are located in the collection:

World Almanac and Book of Facts (Ref AY67.N5 W7; reference desk)
Information Please Almanac (Ref AY64.I55; reference desk)

News Digests

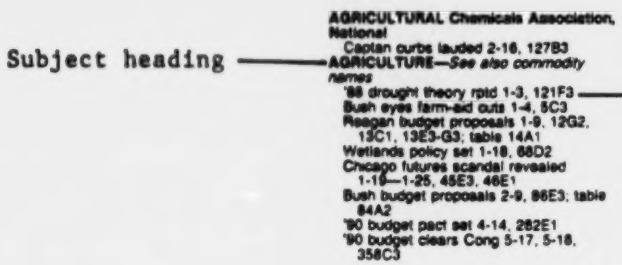
News digests offer summaries of recent events that have appeared in the media. If background information on an event is what you need, then this kind of source may be very useful.

Two digests in the Reference Room which cover major news stories are:

Facts on File (Ref D410.F3)
Keesing's Contemporary Archives (Ref D410.K4)

These are issued weekly. The coverage they offer on a particular subject is in the form of a summation or general survey of the topic as reported in a number of national and foreign newspapers and magazines. Digests are often good sources for obituaries, texts of important speeches and documents, and statistics.

The weekly issues of a news digest include subject indexes which cumulate throughout the year. All issues for a given year are collected in a looseleaf binder with the index at the back. The following is an example from the subject index for Facts on File (1989), and an excerpt of the news summary which is referred to in the index.



AGRICULTURAL Chemicals Association, National
Captan curbs lauded 2-16, 127B3
AGRICULTURE—*See also commodity names*
'88 drought theory rptd 1-3, 121F3
Bush eyes farm-aid cuts 1-4, 5C3
Reagan budget proposals 1-9, 12G2, 13C1, 13E3-G3; table 14A1
Wetlands policy set 1-18, 68D2
Chicago futures scandal revealed 1-19—1-25, 45E3, 46E1
Bush budget proposals 2-9, 86E3; table 84A2
'90 budget pact set 4-14, 282E1
'90 budget clears Cong 5-17, 5-18, 358C3

Subject heading

1st article cited is about a theory on the 1988 drought, January 3rd (1-3), page 121, section F, column 3 (121F3)

Excerpt of the 1st article as it appears on p. 121, section F, column 3.

that a global warming trend had been triggered.

'88 Droughts Tied to Ocean Cycles— F
The hot temperatures and drought that devastated the American heartland in 1988 were caused by massive, cyclical climatic forces in the Pacific Ocean region and had little, if anything, to do with a trend to global warming, according to meteorologists and climatologists surveyed by the *New York Times* for an article published Jan. 3. [See 1988, pp. 661G3, 476A2, A3]

The picture that emerged, the *Times* said, was of the spreading effects of unusu- G
ally cold water in the equatorial Pacific. That pushed the area where the trade winds converge, normally around the equator, far to the north. Rippling disturbances from that shift had the effect, ultimately, of pushing the jet stream, the North American upper-atmosphere current that pro-

121

A news digest whose coverage deals specifically with U.S. government action at the federal level is:

Congressional Quarterly Weekly Reports (Ref JK1.C15)

CQ Weekly Reports summarizes the news being made in the United States Congress. It includes background articles on all the issues being considered for legislation, as well as information on congressional representatives and senators, with their voting records. It is published on a weekly basis and has cumulative subject indexes, including an annual index at the end of the year.

Guides to the U.S. Congress

Politics in America (Ref JK1010.P64; current biography section)

Published every other year. Gives detailed political profiles of all U.S. representatives and senators. Provides full descriptions (demographic, social, and economic), of congressional districts. Lists each member's committee affiliations. Provides recent election results for each member, as well as campaign finance information and interest group ratings. Committee rosters are included.

Almanac of American Politics (Ref JK1012.A44; current biography section)

Published every other year. For each state, this source gives lengthy political histories including very current developments. These histories contain profiles of major current politicians (e.g. senators, mayors, governors). Also provides for each state: demographic summaries (information on population including ethnic make-up, income, etc.), statistics on recent elections, profiles of all members of Congress including descriptions of congressional districts. Committee rosters are included. In fact, this work is quite similar in coverage to Politics in America.

Official Congressional Directory (Ref JK1011.A33; current biography section)

Issued every few years since 1809, this is the standard directory of Congress published by the United States government. Contains biographical sketches of all members of Congress with their committee affiliations and assignments. Provides data on each member's recent elections. Also provides maps of congressional districts as well as offering other directory information for many different non-Congressional departments and agencies.

Biographical Sources

In addition to the biographical information that can be gotten from the sources in the previous section, there are additional works in Reference for this purpose. A few of these are listed below.

Who's Who in America (Ref xE663.W5612; current biography section)

Offers concise biographical data for living American men and women who are often prominent in their fields. Gives addresses also. It is published every two years.

Who's Who in American Politics (Ref xE176.W6424; current biography section)

Gives biographical sketches of national as well as local political figures. Persons' addresses are listed. Published every two years.

Current Biography (Ref CT100.C8; current biography section)

This work is a collection of lengthy biographical articles on famous personalities, mostly American. Politicians are included. Comes out on a monthly basis and cumulates into an annual volume since the 1940's. Has cumulative name indexes so that articles can be easily located. Another similar source entitled Newsmakers (RefxCT120.C663; current biography section) is also available from 1985 to the present.

Biography Index (Index Shelf 7)

This source doesn't itself contain biographical information but refers you to books and periodical articles that do. Includes citations to writings on past and present personages, not necessarily famous.

Four Additional Reference Sources

Congressional Roll Call (Ref JK1.C6635)

Published annually. Each volume is a cumulative account of the voting records of each member of the U.S. House and Senate, bill by bill, for a particular year. Analysis of issues is given. The

latest volume available is for the previous year, so CQ Weekly Reports (see news digests above), should be used for more recent voting records. Our collection goes back to 1967.

Editorial Research Reports (Ref H35.E35).

This title analyzes controversial issues, provides arguments for and against, and includes bibliographies. A few of the topics covered in a recent annual volume were managing hazardous wastes, approaches to dealing with terrorism, the growth of the elderly population in the U.S., birth control, and the right to privacy.

United States Government Manual (Ref JK421.A3)

Published by the U.S. government annually since 1935. It provides information on the organization and activities of all departments and bureaus of the federal government. Agency addresses, phone numbers and administrators' names are comprehensively included.

Federal Regulatory Directory (Ref JK610.F29)

This work is published yearly. It gives excellent overviews of government agencies that have the power and authority to regulate. Detailed organization descriptions, explanations of duties and activities, biographies of important officers, are some of the included features. As with other directories, addresses and phone numbers are given.

CHAPTER SIX REVIEW QUESTIONS

Answers to questions are on page 58.

1. Of all the types of sources noted in this chapter, the kind that has the greatest variety of information is called an _____.

2. News digests summarize major news events. True or False

3. How often are news digests issued? _____

4. The news digest that concentrates on news being made in the U.S. Congress is called _____.

5. What kind of index does a news digest have? _____.

6. If you wanted biographical information on a congresswoman, you could consult:
   a) Politics in America
   b) Almanac of American Politics
   c) Official Congressional Directory
   d) Who's Who in America
   e) all of the above

7. If you wanted background on the political climate of New York State, you could consult:

   a) Politics in America
   b) Almanac of American Politics
   c) Information Please Almanac
   d) Who's Who in America
   e) a and b

8. If you needed a list of all the members of the House of Representatives Ways and Means Committee, you could check:
   a) Politics in America
   b) Almanac of American Politics
   c) Official Congressional Directory
   d) Current Biography
   e) a, b, and c

9. The best source for determining voting records of members of Congress for the current year is _____.

10. Of the following, which source does not include biographical information?

   a) Who's Who in America
   b) Who's Who in American Politics
   c) Current Biography
   d) Biography Index

11. Of the following, which source only identifies other writings on a person?

   a) Who's Who in America
   b) Who's Who in American Politics
   c) Current Biography
   d) Biography Index

12. The address of T.V. newsman Tom Brokaw could be found in which source? _____.

13. Biographical information on the Speaker of the House of Representatives would most likely appear in:

a) Who's Who in America
b) Who's Who in American Politics
c) Current Biography
d) Newsmakers
e) all of the above

14. Editorial Research Reports

a) has addresses and phone numbers of government agencies
b) gives voting records of senators and congressmen/women
c) has informative articles on current controversial issues
d) summarizes editorials from major U.S. newspapers
e) all of the above

15. Congressional Roll Call is an excellent source for this year's voting in Congress. True or False

16. The U.S. Government Manual

a) includes voting records of members of Congress
b) summarizes major legislation before Congress
c) gives addresses of federal government agencies
d) identifies current officials who administer departments in the federal government
e) c and d

17. The Federal Regulatory Directory would have:

a) a section explaining the functions of the presidency
b) a section explaining the activities of Congress
c) a section which explains the responsibilities of the Nuclear Regulatory Commission
d) addresses of members of Congress

PRACTICUM EXAM QUESTIONS

On the Practicum Exam, you may be asked questions such as the following:

1. Using a Chapter 6 source, find a news summary of a recent earthquake within the U.S.

2. Using a Chapter 6 source, find out the population of Iowa.

3. Using a Chapter 6 source, find a biographical sketch of your U.S. senator.

4. Find a brief review of last year's major news events.

5. Find three Chapter 6 sources which describe your congressman or congresswoman's political philosophy.

6. What is your senator's address?

7. Find biographical data on Ralph Nader, consumer advocate.

8. Find biographical information on Mario Cuomo, governor of New York State.

9. Find a listing of biographical writings on reputed crime boss John Gotti.

10. Using a Chapter 6 source, find a biographical article on Supreme Court Justice Anthony M. Kennedy.

11. What is the address of the U.S. Department of Health and Human Services?

12. Who is the Secretary of the Treasury.

13. What are the names of all the U.S. Supreme Court Justices?

14. What is the address and telephone number of the Federal Communications Commission?

ANSWERS TO REVIEW QUESTIONS--POL 121 CHAPTER 6
(Numbers in parentheses are relevant pages in this workbook)

1. almanac (page 50)
2. True (p.50)
3. weekly (p.51)
4. subject index (p.51)
5. Congressional Quarterly Weekly Reports (p.52, top)
6. e (pages 52-53)
7. e (p.52)
8. e (p.52)
9. Congressional Quarterly Weekly Reports (p.52, top, and p.54, top)
10. d (p.53)
11. d (p.53)
12. Who's Who in America (p.53)
13. e (p.53)
14. c (p.54)
15. False (p.53, bottom, to p.54, top)
16. e (p.54)
17. c (p.54)

CHAPTER SEVEN

GOVERNMENT DOCUMENTS

INTRODUCTION

After completing this chapter, you should know what a government document is as well as the types of government publications available at Stony Brook. The focus of this chapter will be on United States government documents and learning how to find them using both the printed index called the Monthly Catalog and the computerized Government Documents Catalog Service (GDCS).

Government Documents are publications issued by or for a government body or agency. They include the publications of federal, state, local, and foreign governments and of intergovernmental organizations such as the United Nations. Publications issued by the United States Government, the State of New York, and Suffolk County (N.Y.) are all government documents.

Government documents are a valuable resource because they contain detailed information on a wide range of topics. Many times government documents contain unique information that cannot be found elsewhere. Television and newspapers often announce such information as the monthly rate of unemployment or a recent decision of the United States Supreme Court. The original source of this information is United States government documents. In conducting research in political science, it is necessary to use government documents to find valuable information contained in the publications of such agencies as the State Department, the Federal Election Commission or a body such as the United States Congress.

EXAMPLES OF MAJOR TYPES OF FEDERAL GOVERNMENT DOCUMENTS

Subject Reports - These are the detailed reports on topics of current interest in such areas as public policy, foreign affairs, and the political process. Thousands of subject reports are issued each year by the United States government and its agencies. An example of a recently published subject report is: Absentee Voting: Issues and Options issued by the Federal Election Commission in 1987.

Laws of the United States - The laws passed at each session of Congress are collected into an official version entitled United States Statutes at Large.

Congressional Record - The verbatim record of the daily proceedings of the House and Senate, including debates and speeches, are contained in this publication, which is issued each day the Congress is in session.

Congressional Hearings - These are texts of public meetings held by congressional committees to gather information on specific political issues. They contain a transcripts of the testimony of witnesses representing different sides of an issue. Witnesses may include be experts, federal administrators, interest group spokesmen, and other concerned parties. An example of a recent hearing is: Legal Issues that Arise When Color is Added to Films Originally Produced, Sold, and Distributed in Black and White. This hearing was held before the Senate Committee on the Judiciary on May 18, 1987.

Congressional Reports - Reports are issued in conjunction with specific pieces of legislation being considered by a committee. They contain a detailed analysis of the political issues included in the proposed legislation. An example of a congressional report is: Balanced Budget Constitutional Amendment: report of the Committee on the Judiciary, United States Senate, on S.J. Res. 225, together with supplemental, additional, and minority views. Issued by the Committee in 1985.

Congressional Committee Prints - These publications are often reports on a particular topic completed by a committee's staff as a means of briefing committee members on the background of an issue. These research reports are often compilations of prior legislation on an issue. A recent committee print is: A Compilation of Job Training and Related Laws which was compiled in 1987 for the use of members of the Senate Committee on Labor and Human Resources.

United States Reports - This is the official publication of United States Supreme Court decisions which includes the opinions of all the justices on each case heard by the Court.

Census Reports - Publications of the Census Bureau often include the most detailed statistics to be found on a topic. Many census reports contain detailed statistics on the social and economic characteristics of the population of the United States.

GOVERNMENT DOCUMENTS IN THE STONY BROOK LIBRARY

The Government Documents Section is located on the second floor of the Reference Room in the Main Library. Most of the publications housed here are from one of the four following government sources: the United States federal government, the New York State government, the Suffolk County (N.Y.) government, or the United Nations. However, the majority of documents at Stony Brook are United States government publications which you will learn more about in the remainder of this chapter.

Stony Brook has been a depository for United States government publications since 1963. Our library is actually classified as a "selective depository" which means we receive approximately 70,000 documents per year from the federal government at no charge. These documents are "deposited" in our library to be available for public use. Most of these documents are located in the Documents Section. Other possible locations are the main stacks, Reference Room, Microforms, and any one of the science libraries. Because most of these documents are not listed in the card catalog, you will need to use the Monthly Catalog or the Government Documents Catalog Service on compact disc, both located in the Documents Section, to identify and locate United States government documents at Stony Brook.

THE MONTHLY CATALOG (Doc Z1223.A18)

Since its inception in 1895, the Monthly Catalog has been the main source for identifying United States government documents. Each monthly issue contains a list of all documents processed by the Government Printing Office in that month. At present, Stony Brook receives two versions of the Monthly Catalog. One is the printed catalog received in book form and the other is a computerized version received on compact disc. You will learn how to use the print version of the Monthly Catalog in this section and the computerized version, called the Government Documents Catalog Service (GDCS) in the last section of this chapter.

Some of the most important features of the printed Monthly Catalog are listed below:

Basic Arrangement - The Monthly Catalog is divided into several different sections. The main section of the catalog lists each document and includes author, title, publication date, and issuing agency. Each publication is assigned a unique Monthly Catalog entry number and appears in the main section of MC in chronological order by this entry number.

Indexes - The remaining sections of the Monthly Catalog consist of numerous indexes. Some of the more important ones are the author index, the title index, and the subject index. These indexes give you the Monthly Catalog number which you can use to find a complete reference to the document in the main section. The indexes are located at the back of each monthly issue. Upon the completion of a year, the monthly indexes are cumulated into an annual index.

Depository Items - The main section of the Monthly Catalog contains the complete reference to each document. If this reference includes a black dot, it means that the document is a "depository" item. Depository items are sent free to depository

libraries. Since Stony Brook is a "selective depository" we receive most but not all of these items. References which do not include a black dot are "non-depository" items and must be specially requested by libraries wishing to receive them.

How to Use the Monthly Catalog

If you are doing research in political science you will probably want to use government documents and may need to use the Monthly Catalog to locate them. For documents from July 1976 to the present, you will be able to use the Government Documents Catalog Service (a computerized version of the Monthly Catalog) but for documents issued at an earlier date you will need to use the printed Monthly Catalog. You may also need to use the printed Monthly Catalog if the computer is not available or if you go to a library which has only the printed version of Monthly Catalog.

The following example (from the 1987 volume) illustrates how to use the printed Monthly Catalog to research a political science topic. Let us say that your topic is United States government policy on terrorism. You would like to find out if there is a recent report on this topic.

Step 1. You look in the subject index volume of the Monthly Catalog and find the heading "Terrorism - Government Policy - United States." There are four titles listed under this heading. You may choose to further investigate any one of these four titles. (See excerpt from subject index reproduced below).

Subject Heading ——— **Terrorism — Government policy — United States.**

Publication Title ——— International terrorism : a compilation of major laws, treaties, agreements, and executive documents : report / United States. (Y 4.F 76/1:T 27/2), 87-18867

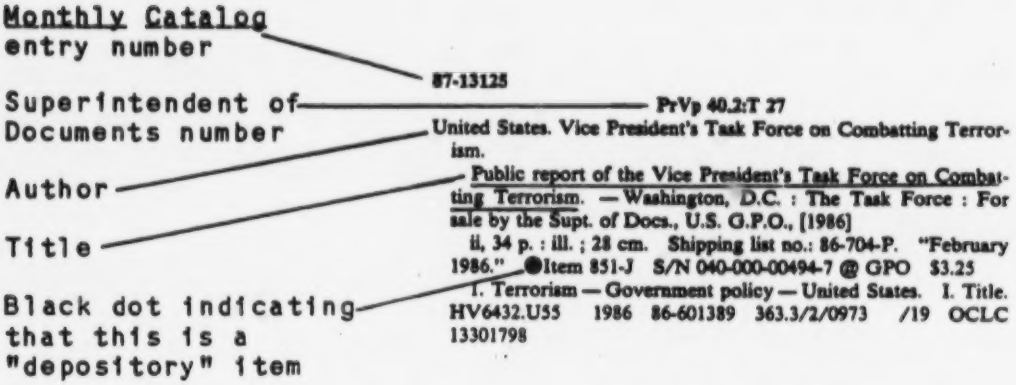
Monthly Catalog entry number ———

Practical measures for dealing with terrorism / Bremer, L. Paul. (S 1.71/4:913), 87-11841

Public report of the Vice President's Task Force on Combatting Terrorism. United States. Vice President's Task Force on Combatting Terrorism. (PrVp 40.2:T 27), 87-13125

Terrorism and the media / Bremer, L. Paul. (S 1.71/4:986), 87-17192

Step 2. You decide to look at the third title. Make a note of the Monthly Catalog entry number for this publication (87-13125) and locate the full reference to this publication in the main section of the Monthly Catalog for 1987. (See excerpt from main section reproduced below.)


Monthly Catalog entry number
Superintendent of Documents number
Author
Title
Black dot indicating that this is a "depository" item
87-13125
PrVp 40.2:T 27
United States. Vice President's Task Force on Combatting Terrorism.
Public report of the Vice President's Task Force on Combatting Terrorism. — Washington, D.C. : The Task Force : For sale by the Supt. of Docs., U.S. G.P.O., [1986]
ii, 34 p. : ill. ; 28 cm. Shipping list no.: 86-704-P. "February 1986." ●Item 851-J S/N 040-000-00494-7 @ GPO $3.25
1. Terrorism — Government policy — United States. I. Title.
HV6432.U55 1986 86-601389 363.3/2/0973 /19 OCLC 13301798

Step 3. Take down the following information from the full reference in the main section:

- name of the author (United States. Vice President's Task Force on Combatting Terrorism)
- title of the publication (Public Report of the Vice President's Task .....)
- the Monthly Catalog entry number (87-13125)
- the Superintendent of Documents number (PrVp 40.2:T 27)
- note whether the reference includes a black dot (Black dot means it is a depository item; no dot means a non-depository item)

Step 4. Go to the librarian at the documents desk with the above information. She or he will help you find where the document is located in the library.

GOVERNMENT DOCUMENTS CATALOG SERVICE (GDCS) (Documents Ref. Desk)

The Government Documents Catalog Service (GDCS) is the computerized version of the Monthly Catalog. It contains exactly the same information as the Monthly Catalog, just in a different format. The Government Documents Catalog Service contains a listing of all United States government documents processed by the Government Printing Office from June 1976 to the present month, all on one compact disc. The contents of the GDCS represent over twelve years of printed Monthly Catalogs. One advantage of GDCS over the printed Monthly Catalog is that you can search all twelve years at once instead of checking the individual indexes of the printed Monthly Catalog.

Some of the important features of GDCS are described below:

Menu-Driven System

GDCS allows you to search many years of the Monthly Catalog at one time. It is a menu driven system which means that on each screen there is a list of options (or a "Menu") for you to choose from. The "main menu" is the starting point or the first screen of the search process. The menu is located on the left hand side of each screen and consists of ten boxes labeled F1 through F10. (See illustrations on pages 66-68). These boxes represent the "function keys" located on the left hand side of the keyboard and also labeled F1 through F10.

Function Keys

Each function key represents a single process or "function" carried out by the computer. At each step of your search, different options will be listed on the menu. Three of the most important boxes on the main menu are F1, F2, and F3. These three boxes represent the main indexes to all the documents listed in the GDCS. F1 which is labeled "Find by Author" is the author index. F2, which is labeled "Find by Title" is the title index. F3, which is labeled "Find by Subject" is the subject index. All searches on GDCS begin with the main menu and most will begin by using one of these three function keys.

Enter Key

One of the most important keys is the "enter" key located on the near right side of the keyboard. This operates also as a type of function key in that it allows the computer to carry out the next logical step in the search process if you choose to depress it.

There are usually instructions at the bottom of each screen telling you to complete a specific task and then "depress enter." However, you are always allowed to choose other options from the menu by depressing the function keys labeled F1 through F10.

Full References

GDCS contains full references to each document listed. These references all start with the Superintendent of Documents number on the first line. The second line always contains the entry number which is the unique number assigned to each item in the Monthly Catalog. Other parts of the full reference are the author, title, issuing agency and number of pages. You must look at the full reference to get all the information needed to locate a document in our library.

Depository Item

Unlike the Monthly Catalog, GDCS does not have black dots indicating whether a document is depository or non-depository. Instead, the designation "DEP ITEM" is placed on the far right of the screen in the list of documents in the subject index. If it does not say "DEP ITEM" and there is just blank space, then the document is non-depository.

How to Use GDCS

Helpful Hints

Searches are conducted using the function keys to choose options from the menus located on the left hand side of the screen. It is helpful to know that function key F9 is usually designated the "help" key and may be used if you are unsure what to do next at any point in your search. Function key F10 is usually designated "start over" and will bring you back to the main menu where you started your search. Directions on how to proceed at each point are usually printed at the bottom of each screen.

See next page for illustration.

Illustration

Let us say that your topic is "Elections in El Salvador." First, press the F10 key to make sure you are at the main menu. (See the main menu or "start" screen reproduced below).

F1 Find by Author	F2 Find by Title
F3 Find by Subject	F4 Find All
F5	F6
F7 To Number Search	F8 To Keyword Search
F9 Help	F10

THE ACTUAL KEYS ARE LOCATED ON THE LEFT SIDE OF THE KEYBOARD

GOVERNMENT DOCUMENTS CATALOG SERVICE
(GDCS)
GPO Index on CD-ROM

Welcome to

An index to all Government Documents Catalogued by the Government printing office from June 1976 to the present month

Select a function key to begin !

Copyright 1987, 1988 by Auto-Graphics, Inc.
IMPACT/GDCS Software Version 5.03 (03/89)

Since you are searching for documents on a particular subject, you choose option F3 labeled "Find by Subject" and depress function key F3 on the keyboard. You will then be requested to type in your subject on a screen which looks like the one at the top of the next page.

F1	F2
F3	F4 Prior Step
F5	F6 Clear Line
F7	F8 To Keyword Search
F9 Help	F10 Start Over

Type in your request
and press the "Enter" key

SUBJECT:elections--el salvador

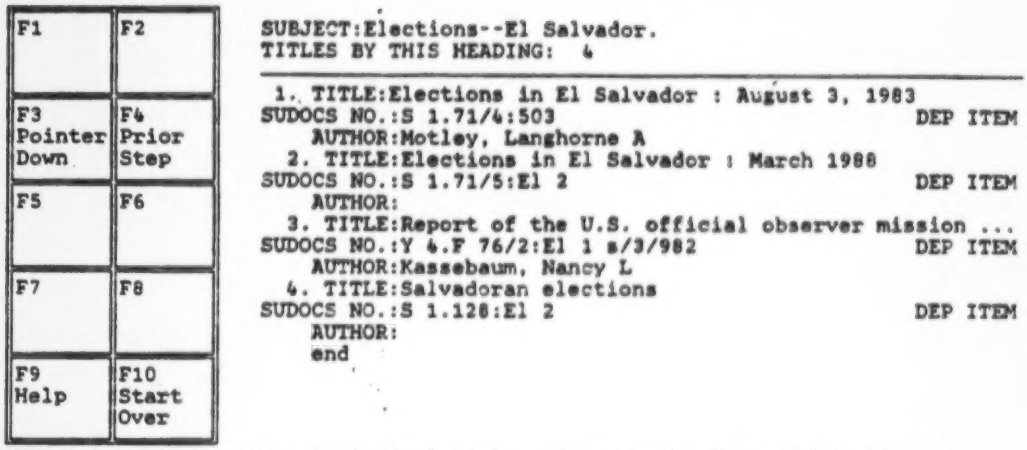
You type in the heading "elections - el salvador" exactly as it appears here. If you make a typo, press the F6 key to erase your mistake. When you have typed in the heading correctly, depress the "enter" key on the right side of the keyboard to start the search.

GDCS will respond to your request by showing you a list of subject headings like the one reproduced below. If there are documents on your subject, the heading will be in this list. There will be a pointer, shaped like an arrow head, blinking on and off immediately to the left of your heading. The right hand column tells you the number of documents on this topic listed in GDCS. Depress the "enter" key to see a list of these documents. The resulting screen appears at the top of the next page.)

F1 Pointer Up	F2
F3 Pointer Down	F4 Prior Step
F5	F6
F7	F8 To Keyword Search
F9 Help	F10 Start Over

SUBJECT HEADINGS	NUMBER OF TITLES
Elections--California.	1
Elections--Campaign funds--Law and legislation--United States.	1
Elections--Chile.	1
Elections, Contested	X
Elections--Dictionaries--Spanish.	1
Elections--El Salvador.	4
Elections--El Salvador--Addresses, essays, lectures.	1
Elections--Finance	X
Elections--Haiti.	1
Elections--Honduras.	1
Elections--Indiana.	1
Elections--Korea (South)	1
Elections--Philippines.	6
Elections--Rhodesia, Southern.	2
more	

Move the pointer to an individual heading and press the "Enter" key if you wish to see additional detail; or select a function key



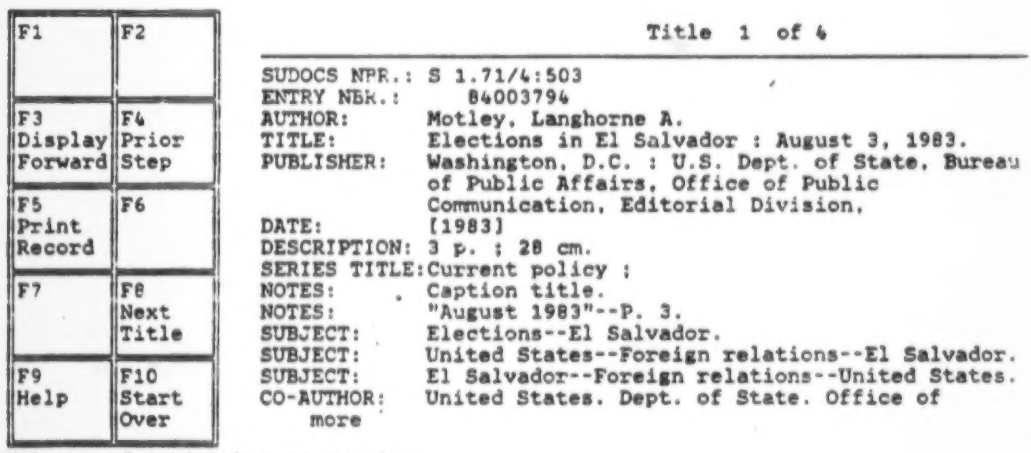
F1	F2
F3 Pointer Down	F4 Prior Step
F5	F6
F7	F8
F9 Help	F10 Start Over

```
SUBJECT:Elections--El Salvador.
TITLES BY THIS HEADING:  4

 1. TITLE:Elections in El Salvador : August 3, 1983
SUDOCS NO.:S 1.71/4:503                                    DEP ITEM
    AUTHOR:Motley, Langhorne A
  2. TITLE:Elections in El Salvador : March 1988
SUDOCS NO.:S 1.71/5:El 2                                   DEP ITEM
    AUTHOR:
  3. TITLE:Report of the U.S. official observer mission ...
SUDOCS NO.:Y 4.F 76/2:El 1 s/3/982                         DEP ITEM
    AUTHOR:Kassebaum, Nancy L
  4. TITLE:Salvadoran elections
SUDOCS NO.:S 1.128:El 2                                    DEP ITEM
    AUTHOR:
    end
```

Move the pointer to an individual title and press the "Enter" key if you wish to see full detail; or select a function key

The screen above shows short entries for four documents listed for the subject "Elections - El Salvador." Note the "DEP ITEM" in the right hand column across from each entry designating each document a "depository item". Let's say you decided to look at the first document. Make sure the pointer is immediately to the left of the number 1 and depress the enter key. You will get the following screen.



F1	F2
F3 Display Forward	F4 Prior Step
F5 Print Record	F6
F7	F8 Next Title
F9 Help	F10 Start Over

```
                                          Title  1  of 4

SUDOCS NPR.: S 1.71/4:503
ENTRY NBR.:     84003794
AUTHOR:       Motley, Langhorne A.
TITLE:        Elections in El Salvador : August 3, 1983.
PUBLISHER:    Washington, D.C. : U.S. Dept. of State, Bureau
              of Public Affairs, Office of Public
              Communication, Editorial Division,
DATE:         [1983]
DESCRIPTION: 3 p. ; 28 cm.
SERIES TITLE:Current policy ;
NOTES:        Caption title.
NOTES:        "August 1983"--P. 3.
SUBJECT:      Elections--El Salvador.
SUBJECT:      United States--Foreign relations--El Salvador.
SUBJECT:      El Salvador--Foreign relations--United States.
CO-AUTHOR:    United States. Dept. of State. Office of
    more
```

Select a function key to continue

You made it! This screen gives the full reference to a document on your topic. Depress the F5 key (print record) in order to get a printout of this reference. Also note whether it is a depository item. If you forgot, just depress F4, the "prior step" key, to go back to the list of documents on the previous screen and see if "DEP ITEM" is written in the right hand column.

CHAPTER SEVEN REVIEW QUESTIONS

Answers to questions are on page 71.

1. Publications issued by the Supreme Court, Congress, and the President's Office are all government documents.
   True or False

2. Congressional hearings and reports usually present viewpoints and/or analyses of political issues being considered by Congress. True or False

3. Census reports do not contain very detailed statistics about the population of the United States. True or False

4. Publications issued by the Federal Election Commission and the State Department are not government documents.
   True or False

5. All government documents at Stony Brook are kept in the Government Documents Section on the second floor of the Reference Room in the Main Library. True or False

6. Over 70,000 documents per year are "deposited" at Stony Brook by the federal government each year free of charge.
   True of False

7. The printed Monthly Catalog has a main section containing complete references to documents and at least three indexes: author, title, and subject. True or False

8. The Superintendent of Documents entry number is not needed to locate government documents at Stony Brook. True or False

9. A unique Monthly Catalog entry number is assigned to each document listed in the Monthly Catalog. True or False

10. GDCS is the computerized version of the printed Monthly Catalog. True or False

11. GSCS can be used to locate government documents issued during the 1960's. True or False

12. GDCS can be used to locate United Nations documents.
    True or False

13. GDCS contains Monthly Catalog entry numbers. True or False

14. All government documents at Stony Brook are listed in the card catalog in the main Reference Room. True or False

15. The phrase "DEP ITEM" which appears on GDCS screens means that the document is a depository item and that Stony Brook will probably have it. True or False

16. Give one reason why government documents are very valuable in doing political science research. _____
_____

17. Many complete references in the main section of the Monthly Catalog contain a black dot. What does the black dot signify? _____

18. If you are using the printed Monthly Catalog to find documents on a particular topic, in which section should you look first? _____ If you were using GDCS, which function would you use? _____
Which number function key on the main menu? _____

19. Give one advantage, cited in this chapter, of using GDCS instead of the printed Monthly Catalog to find documents issued since July 1976. _____
_____

20. What is the title of the official version of the laws of the United States? _____

PRACTICUM EXAM QUESTIONS

The following are a sampling of the type of questions you will need to answer in order to successfully complete your practicum for Government Documents.

1. Find a complete reference for a document written by Gregory W. Sandford using the 1986 Monthly Catalog. What index did you use to look up this document? What number is given in the index to help you locate the full reference? What are such numbers called?

2. Find the complete reference to a book entitled Gun Control Laws in Foreign Countries using the "Find By Title" function in GDCS. What is the Monthly Catalog entry number? What government agency issued this book?

3. Locate the two volume government document entitled Containment: Concept and Policy issued sometime in the last decade.

4. Locate a government document on taxicab licensing issued in 1984.

ANSWERS TO REVIEW QUESTIONS--CHAPTER 7, POL 121
(Relevant workbook pages appear in parentheses.)

1. True
2. True
3. False
4. False
5. False
6. True
7. True
8. False
9. True
10. True
11. False
12. False
13. True
14. False
15. True
16. They contain detailed information on a wide array of topics and may contain unique information that cannot be found elsewhere.
17. The black dot signifies that the document is a "depository" item, distributed free to "depository" libraries so it is likely that we will have this document.
18. The Subject Index.
    The "Find by Subject" function.
    Function key F3.
19. You can search many years at once using GDCS.
20. United States Statutes at Large

CHAPTER EIGHT

SOURCES OF STATISTICS

INTRODUCTION

Statistical information is often sought by students researching topics in political science. A vast amount of statistical data is collected, formatted, and published each year in the United States. This chapter will present several reference works which summarize or abstract statistical data on a wide variety of topics. After completing this chapter you will know the kinds of statistical questions that can be answered in a research library and how to use the major reference books that provide statistical information.

In the next section you will be introduced to two statistical compendia which include summarized data. These books also identify publications that contain such statistical data in more detail. The final section of this chapter will introduce you to two statistical reference works that do not include actual statistical data but index and describe many statistical reports issued by government and non-government sources. By learning how to use just these few reference books you will be able to access the majority of statistical data produced in the United States in any given year.

STATISTICAL COMPENDIA

Statistical Abstract of the United States
(Ref HA202.A38 and Doc HA202.A38; latest eds. at reference desks.)

The United States government is the largest collector and producer of statistical information in the world. Each year thousands of statistical reports are issued by federal government agencies. The Statistical Abstract of the United States, published annually since 1878, is the standard summary of statistics on the economic, political and social organization of the United States. It contains summary data in tabular form extracted from federal government statistical reports and also from some private statistical publications. Data is provided mainly at the national level although there are some regional and metropolitan statistics included.

The Statistical Abstract is divided into sections covering general subject areas such as population, education, and elections. Each section begins with a two to three page written introduction de-

scribing the collecting and processing of the statistical data on that subject. The remainder of each section consists of statistical tables which present data on specific topics.

There are over 1,000 tables of data in a single volume of the Statistical Abstract. The tables are numbered consecutively within each volume. Each table also has a title describing the topic of the data. Oftentimes, students can find exactly the statistics they need by consulting the tables of summarized data presented in the Statistical Abstract.

The Statistical Abstract of the United States contains a small amount of data for a wide variety of topics. Occasionally, students may require more detailed data than is available in this summarized format. The Statistical Abstract aids students in finding detailed data by listing the report from which each table of summarized data was extracted. At the end of each table in the Statistical Abstract there is a source note consisting of the title of the report, the issuing government or private agency, and the frequency of publication. In order to obtain more complete statistics consult the reports listed in these source notes.

The Statistical Abstract contains both a table of contents and a detailed subject index to help pinpoint the data tables on a particular topic. The table of contents is at the front of the volume and lists the subject of each section and several topics within the section. The subject index is located at the back of the volume and is quite detailed. The index is a good place to begin a search for data on a particular topic. The index will usually refer to one or two tables of data in the main section of the volume. Remember, the index refers you to table numbers, not page numbers.

In order to familiarize yourself with the Statistical Abstract, study the following table reproduced from the 1988 volume. Pay particular attention to the placement of the table number and the source note at the bottom of the table. If more detailed statistics on this topic were needed, the report in the source note could be consulted. In this example the report is entitled Capital Punishment and is issued annually by the U.S. Bureau of Justice Statistics.

Historical Statistics of the United States, Colonial Times to 1970 (Ref HA 202.B87 1976; reference desk)

The Statistical Abstract of the United States is a great annual compendium of current statistical information but often contains no information from previous decades or centuries. Historical Statistics of the United States, Colonial Times to 1970 is a reference work which focuses solely on historical data. Most of the tables include time series data which track a particular statistic over a long period of time either year by year or decade by decade.

Historical Statistics is arranged in much the same way as the Statistical Abstract but does have some minor differences in presentation. It is a two volume set comprised of 26 chapters lettered from A to Z. Each chapter contains statistical data for an individual subject area such as population, migration, or government. The tables are numbered consecutively within each chapter. (The first table in Chapter A is A1, the third table in Chapter E is Table E3, etc.) Historical Statistics also contains source notes to help you find the detailed reports from which the data is extracted. These source notes are located in the explanatory text at the beginning of each chapter instead of at the end of each table. Finally, at the end of each volume is a detailed subject index to help you locate statistics on a particular topic.

STATISTICAL INDEXES

American Statistics Index (Doc HA 214.A48)

Another annual publication which is extremely useful in identifying statistical publications on a wide range of topics is the American Statistics Index. Although it contains no actual statistical data, ASI is the most comprehensive index of statistical reports of the United States government. ASI is published in two volumes each year. It indexes all the statistical publications of U.S. government agencies that were issued in that calendar year. ASI indexes only U.S. federal government publications.

The index volume of ASI contains several different indexes, the most important of which is the "Index of Subjects and Names." It is an alphabetical list of subjects and authors. The entries under each subject or name refer you to statistical reports. However, the title and issuing agency of the report are not in the index volume. Instead you will find a number listed in each entry. This is called the "abstract number" because you can use it to find out more information about the report in the abstract volume of ASI. The abstract number allows you to find the refer-

ence to the report in the abstract volume of the ASI. You need to find out the title and issuing agency from the reference in the abstract volume in order to find the report in the library.

The abstract volume of ASI is broadly arranged by government agency with each entry representing one report. Each report has a unique number. The numbers run consecutively from the beginning of the abstract volume. The reference that you find in the abstract volume will contain such information as the title, issuing agency, and frequency of publication. Underneath each reference in the abstract volume there is a written summary (also called an abstract) which describes the statistics you will find in the report. There are no actual statistics listed in either the index or abstract volumes of the ASI, only a description of statistical reports to help you decide which reports may be useful in your research.

In order to familiarize yourself with the ASI, consider the following example taken from the 1987 volumes:

A student would like some statistics on incidents of terrorism in the United States in recent years. In attempting to identify a report with this information the index volume of ASI is consulted under the heading "Terrorism." The student finds that the third entry under this heading looks like the report she needs. She then makes note of the abstract number which is 6224-6.

Example from ASI
index volume,
1987

Terrorism
Arrests of US natls, charges by offense and country, 1986, annual rpt, 7184-3.4
Bombing incidents, damage, and casualties, by target, circumstances, and State, 1986, annual rpt, 6224-5
Incidents of terrorism in US, related activity, and casualties, by attack type, target, group, and location, 1986, annual rpt, 6224-6
Info on terrorism, exchanges between Justice Dept and INTERPOL, and privacy issues, 1985-June 1986, GAO rpt, 26119-170
Intl terrorism incidents involving US targets, by type of attack, 1979-84, annual rpt, 6064-6.3
Intl terrorist incidents, casualties, and attacks on US targets, by attack type and world area, with chronology of events, 1985, annual rpt, 7004-13

In order to find out more about this report, the **abstract volume** of ASI is consulted next. Looking up the abstract number 6224-6, the student finds a reference to the report and a descriptive summary of the contents of the report. (See example below.) She now knows that the title of the report is FBI Analysis of Terrorist Incidents in the U.S., 1986 and that it is issued annually by the criminal investigation division of the U.S. Federal Bureau of Investigation. She now can check to see if the library owns this report and consult it for the necessary data.

6224-6 **FBI ANALYSIS OF TERRORIST INCIDENTS IN THE U.S., 1986**
Annual. [1987.] iv+61 p. †
ASI/MF/3

Sixth annual report, for 1986, on terrorist incidents attributed to domestic and international groups and law enforcement achievements against terrorist activities. Report is prepared by the Terrorist Research and Analytical Center within the Criminal Investigative Division.

Contents:

Glossary. (p. ii)

Section I-II. 1 map, 8 charts, and 4 tables showing incident chronology, 1986; incidents, by attack type, group considered responsible, and target, 1985-86; and persons killed and injured, incidents by region and group responsible, and bombings, 1980-86. (p. 1-14)

Section III-VIII. Descriptions of domestic terrorist groups, suspected and prevented incidents, international and domestic law enforcement achievements, and hostage rescue team activities; with 1 map. (p. 15-41)

Summary, with 7 charts and 5 tables showing selected summary data; and incidents, by State (including D.C. and Puerto Rico); 1980-86. (p. 42-61)

Statistical Reference Index (SRI) (Doc HA1.S76)

Important statistics are gathered and published each year by thousands of private agencies and organizations, public and private colleges and universities, etc. Statistical Reference Index is the main index to business, financial and social statistical data published by these non-governmental sources. SRI has been published annually in a two volume set since 1980. Each annual set of SRI indexes reports published during that calendar year. It is arranged and can be searched in the same way as ASI. There is an index volume and an abstract volume for each year. The difference between ASI and SRI is the reports they index. ASI indexes only federal government statistical reports and SRI indexes statistical reports from private and non-governmental sources.

CHAPTER EIGHT REVIEW QUESTIONS

Answers to questions appear on page 79.

1. The U.S. government is the largest collector and publisher of statistics in the world. True or False

2. The Statistical Abstract of the United States contains all the statistical data issued by government agencies in a given year. True or False

3. The Statistical Abstract of the United States contains source notes at the end of each table which lists the title of the report where you can find more detailed statistics. True or False

4. Historical Statistics of the United States, Colonial Times to 1970 does not contain summarized statistics in tabular form. True or False

5. American Statistics Index (ASI) is the most comprehensive index of U.S. government statistical reports. True or False

6. Another word for the term "abstract" (as it has been used in this chapter and throughout the course) is _____.

7. ASI contains tables of statistical data excerpted from non-governmental reports. True or False

8. Statistical Reference Index (SRI) functions the same as ASI but indexes statistical reports of private agencies and organizations, not government ones. True or False

9. In order to locate statistics on a specific topic in the Statistical Abstract of the U.S., first consult its _____ _____ at the back of the volume.

PRACTICUM EXAM QUESTIONS

The following are examples of the type of questions that could occur on the practicum exam.

1. Using the Statistical Abstract of the United States for a particular year, find statistical data on passports. What is the number of the table which contains this data? What is the title of the source report in which you could find more detailed information? What government agency publishes this report?

2. Using the American Statistics Index for the latest year, find a reference to a statistical publication on defense expenditures for

the National Guard. What subject did you look under in the Index Volume? What is the abstract number of this report? What is the title of this report and which bureau in the Department of Defense issues it?

ANSWERS TO REVIEW QUESTIONS--CHAPTER 8, POL 121
(Relevant workbook pages appear in parentheses.)

1. True (page 73, paragraph 3)
2. False (p.74, par. 3)
3. True (p.74, par. 3)
4. False (p.75, par. 2)
5. True (p.75, par. 3)
6. summary (p.76, par. 1)
7. False (p.75, par. 3)
8. True (p. 77)
9. subject index (p. 74, par. 4)

CHAPTER NINE

PUBLIC OPINION SURVEYS

INTRODUCTION

"Public Opinion" refers to the attitudes held by members of a community on particular issues. A public opinion survey (also referred to popularly as a "poll") is a method of systematically measuring the prevalence and strength of these attitudes, usually using a representative sample of the population being studied.

Professionals in a variety of fields, such as the media, business, politics, and the social sciences regularly study public opinion. When social scientists study public opinion, they are usually looking for indications of how strongly people feel about various subjects and whether their opinions have changed since an earlier survey. Their analysis can also reveal variations in opinion among different groups within society and how attitudes on different subjects are related.

Public opinion organizations like the American Institute of Public Opinion (the Gallup Polls), administer surveys by determining what questions will be asked, selecting the sample, designing the questions, interviewing the respondents, analyzing the responses, and, oftentimes, reporting the findings in publications and other media.

Public opinion data exists for the United States, (from the late 1930's to the present), as well as for other nations.

OBTAINING OPINION SURVEY DATA

If a researcher needs only simple statistical totals (sometimes called "marginals"), such as how many people answered a particular question positively or negatively, then the sources in the first section below may suffice. However, if more analysis is needed (e.g. is there a relationship between particular answers and respondents income levels, educational attainment, race, religious affiliations?), then the sources outlined in sections II and III may be more useful.

I. BASIC SOURCES

The following publications identify surveys and provide "marginals," which means they list the number of respondents who answered each question in a particular way, without much in-depth analysis.

The Gallup Report (Ref HN261.G2)

This monthly magazine gives summaries of the results of surveys conducted by the American Institute of Public Opinion (AIPO), surveys which are commonly referred to as the Gallup Polls. George Gallup founded the AIPO in 1935 and his early work in opinion polling is generally considered to be the starting point for modern opinion gathering techniques. Two other important indexes by AIPO are the Gallup Poll (Ref HN90.P8 G3) which cumulates Gallup results from 1935 through the present, and the International Gallup Polls (Ref HM261.G276) which reports on surveys conducted in other countries from 1978 forward.

Harris Survey (Ref HN90.P8 H24)

Pollster Louis Harris has been issuing this newsletter on a twice-weekly basis since 1972. Questions, results, and analysis are provided. A subject index helps you locate each survey.

General Social Surveys Codebook (Ref HN29.N33)

This important source has been published annually since 1972 by the National Opinion Research Center (NORC) of the University of Chicago. One of NORC's major projects is its National Data Program for the Social Sciences, which measures changes over time in American social and political attitudes by addressing the same questions to national samples on an annual basis. The questions asked and the resulting responses are published in the General Social Surveys Codebook. While the codebook can be used on its own for information, it is really intended as a printed guide to the computer data file of the General Social Surveys, which is available on campus at the Computing Center. This data makes it possible for Stony Brook students who are appropriately trained to perform their own opinion data analysis. In other words, this source can be used for obtaining simple data or more sophisticated breakdowns of data. The more sophisticated approach is described in section III of this chapter.

II. Journal Articles

Often, a researcher is interested in obtaining articles which contain authoritative written analysis of opinion results and trends. These articles can be found by using the following indexes:

Public Affairs Information Service Bulletin (Ref, Index Shelf 6)

This index (referred to in Chapter 3), contains many references to articles which analyze opinion poll results. Look in a particular volume under the heading "Public Opinion" for a listing of topics covered for that year.

Sociological Abstracts (Ref, Index Shelf 12)

Articles in professional sociology journals that are about public opinion are listed in this source's subject index under a number of terms. These are "public opinion," "opinion," "surveys," and "polls." You can also look in the index under the term that is used for your subject (e.g. "elections," or "crime").

Another way a researcher can find articles on public opinion is by browsing the following two journals which are entirely devoted to public opinion coverage.

Public Opinion (Main xHN90.P8 P82)

This publication attempts to popularize opinion survey coverage. Each issue has about eight articles concerning social, political, and economic subjects. A special section called "Opinion Roundup" presents the latest results from a number of polling organizations including Harris, Gallup, and the New York Times.

Public Opinion Quarterly (Main HM261.A1 P8)

This is considered to be a more scholarly publication than Public Opinion. It contains lengthy articles on public opinion theory and practice as well as articles which provide interpretations of public opinion data. Each volume has its own index. This journal is also indexed in the Public Affairs Information Service Bulletin.

III. IN-DEPTH ANALYSIS OF DATA

It is possible that the sources in section I and II will not yield the detailed statistical breakdowns that a researcher is after. For instance, a person may want to know in detail if respondents with different socio-economic characteristics answer certain questions in significantly different ways. If options in the first two sections do not satisfy a research need, the following choices may.

The National Opinion Research Center. National Data Program for the Social Sciences.

In section I, it was mentioned that the questions and responses that are generated by this survey appear in the General Social Surveys Codebook, which is published annually. In addition, computer tapes containing the data are available at the Computing Center on campus. Students enrolled in certain social science courses are taught to do data analysis so that they can work with the tapes and interpret results for themselves. Check with departments to find out which courses these are.

The Roper Center

Located in Storrs, Connecticut and jointly operated by the University of Connecticut and Yale University, the Roper Center is the largest and oldest archive of sample survey data in the world. The center collects data from many pollsters including Gallup, NORC, CBS/New York Times, ABC, the Washington Post, NBC/Associated Press, as well as foreign organizations.

The Stony Brook Library was at one time a member of the Roper Center and was entitled to request opinion poll data - marginals or highly analyzed, and even data tapes - for faculty and students. Unfortunately, we no longer have membership and so the library's ability to obtain data for researchers no longer exists. Individuals wishing to tap into the Center's resources must now do so on their own. And since this service is rather expensive, undergraduates would not be likely to use the service. However, if you would like to pursue the possibility of using the Roper Center, contact Richie Feinberg in the library's reference department for additional information.

The Inter-University Consortium for Political and Social Research

The Consortium is part of the University of Michigan's Institute for Social Research. It collects and disseminates social science data, including the results of opinion surveys, from the U.S. and around the world. Because Stony Brook is a member of the Consortium, our faculty and students can request data through the campus' ICPSR representative, whose office is the Social Sciences Data Lab in the Social and Behavioral Sciences Building. ICPSR's Guide to Resources and Services (Ref JA86.I5) lists and describes materials available for loan.

SUMMARY

There are many organizations that measure U.S. and foreign public opinion. The results of their surveys are contained in a variety of sources including basic reporting sources (section I above), journal articles (section II), and computer data bases (section III). The sources a researcher chooses to use will depend on how much in-depth analysis of data is required.

Following is a listing of additional basic opinion survey sources which were not included in section I of this chapter.

American Social Attitudes Data Sourcebook, 1947-1978 (Ref HN65.A6819)

Compendium of American Public Opinion (Ref xHN90.P8 G56 1988)

Index to International Public Opinion, 1978- (Ref HM261.I552)

Public Opinion, 1935-1946 (Ref HM261.P972 1978)

CHAPTER NINE REVIEW QUESTIONS

Answers to questions appear on page 88.

1. U.S. public opinion data is available from the 1920's to the present. True or False

2. The library has the complete data for literally hundreds of public opinion polls. True or False

3. "Marginals" are the simple results of an opinion survey. True or False

4. The Gallup Report is published by the American Institute of Public Opinion. True or False

5. The Gallup Report gives the results of surveys conducted by many different polling organizations. True or False

6. The Gallup Report presents very detailed results of surveys. True or False

7. Both the Gallup Report and the Harris Survey are periodicals. True or False

8. Use of the General Social Surveys Codebook can reveal changes in attitude on many questions over a period of time. True or False

9. The General Social Surveys Codebook is published annually. True or False

10. The General Social Surveys Codebook is a guide to a computer data file located at the Computing Center. True or False

11. The General Social Surveys Codebook is published by NORC at the University of Michigan. True or False

12. The journal Public Opinion summarizes the results of recent opinion surveys conducted by a number of organizations including Harris, Gallup, and the New York Times. True or False

13. Public Opinion Quarterly is a scholarly journal devoted to the study of public opinion research. True or False

14. The National Data Program for the Social Sciences is the data base version of the NORC General Social Surveys Codebook. True or False

15. The National Data Program for the Social Sciences enables a researcher to do his or her own data analysis of information gathered by NORC. True or False

16. Through our library, Stony Brook faculty and students can obtain detailed analysis of public opinion data free of charge from the Roper Center. True or False

17. Stony Brook is a member of the Inter-University Consortium for Political and Social Research, an organization that collects social science data, including public opinion results. True or False

PRACTICUM EXAM QUESTIONS

On the Practicum Exam, you may be asked questions such as the following:

1. Use the Gallup Report (Ref xHM261.G2) to find an issue from 1984 which deals in part with people's satisfaction with how things are going in the country.

2. Using a recent volume of the General Social Surveys Codebook, can you locate the questions that deal with the public's confidence in the people who run various institutions in the country, such as the banks, newspapers, hospitals, Congress, etc?

3. Using a recent issue of the Public Affairs Information Service Bulletin, find a listing of articles that report the results of public opinion surveys.

4. Using Sociological Abstracts, find a listing for an aritcle that analyses data from one or more public opinion polls.

5. Using the Harris Survey (Ref xH90.P8 H24) from 1981, find the issue that deals with attitudes on abortion.

ANSWERS TO REVIEW QUESTIONS--POL 121 CHAPTER 9.
(Relevant workbook pages appear in parentheses.)

1. False (it's available from the 1930's to the present). (Page 81, paragraph 4)
2. False (we have sources that summarize the results of many polls, and guides that refer you to data collections outside the library).
3. True (p.81, par. 5)
4. True (p.82, par. 1)
5. False (only results from the American Institute of Public Opinion). (p.82, par. 1)
6. False (p.82, par. 1)
7. True (p.82, par. 1 and 2)
8. True (p.82, par. 3)
9. True (p.82, par. 3)
10. True (p.82, par. 3)
11. False (it is published by NORC, but that organization is located at the University of Chicago). (p.82, par. 3)
12. True (p.83, par. 5)
13. True (p.83, par. 6)
14. True (p.84, par. 2)
15. True (p.84, par. 2)
16. False (p.84, par. 4)
17. True (p.85, par. 1)

CHAPTER TEN

COMPUTERIZED INFORMATION RETRIEVAL

INTRODUCTION

Computerized information retrieval involves using a computer to search through a database to find information on a specified topic. Throughout this course you have learned how to carry out this multistep research process manually using printed indexes. Many printed indexes have computerized counterparts which are referred to as databases. For example, in doing political science research, you would be likely to consult the Public Affairs Information Service Bulletin (Chapter 3) in order to find journal articles, books, and documents on a particular topic. The information in this printed index is also available in a computer database and can be searched electronically using a computer terminal.

Computer searching has an advantage over manually searching printed indexes. When searching a printed index it is usually possible to look up only one subject or term at a time. However, during a computer search, several terms or key words may be typed in, allowing you to search several concepts at once. Further, the computer can complete such a search in a fairly short period of time. The resulting bibliography will contain references to items that deal with several related concepts at once.

Computer searches are especially appropriate when you have a complex research topic containing several concepts or subject terms. For example, public opinion of female elected officials in the United States would be an appropriate topic for a computer search. This topic contains several concepts: "public opinion," "females," "elected officials." If the database being searched were international in scope then the term "United States" would also be input separately into the computer. As you might imagine, it would be difficult to find articles on this topic using a printed index because you can search under only one subject term at a time. However, the computer can search these terms simultaneously and, therefore, quickly identify articles which pertain to these concepts in relation to one another.

In order to have a computer search done, you will have to make an appointment with a librarian at the main reference desk. The librarian will first decide whether your topic is appropriate for a computerized database search. At this stage, you will be asked what preliminary research you have done (e.g. what printed reference sources you have consulted in starting your research.) If your topic is deemed appropriate, an appointment will be set up with a librarian in a few days.

The actual search will take approximately a half an hour during which time the librarian will consult with you while imputing your search at a computer terminal. The result of the search - a printed bibliography - is received in the library within 3 to 5 days. When you pick up the search results at the Reference Office you will be required to pay the printing charges - usually between 12 and 30 cents per reference. The cost of the actual search is paid by the Library. While database searching can be done quickly, it is necessary to have a few weeks lead time in which to set up an appointment, obtain the results, and then locate the items listed in the computer printout.

THREE MAJOR DATA BASES FOR POLITICAL SCIENCE RESEARCH

The following section contains descriptions of computerized databases that are particularly relevant in doing political science research. Each one in this list has a printed version with which you may be familiar.

United States Political Science Documents

This database presently contains over 40,000 citations with abstracts to articles from 150 political science journals published in the United States. Public administration, international relations, foreign policy, world politics, and contemporary problems are some of the subject areas covered. This database contains information from 1975 to the present and is updated on a quarterly basis. It has a print counterpart by the same title (Ref JA36 .U52)

PAIS International

This database contains citations and abstracts to journal articles, books, and government documents in the social sciences. There is an emphasis on political issues and public policy. The database also includes references to court decisions and items in the areas of political science, government and international relations. Two separate printed indexes are represented in this one computerized database: PAIS Bulletin (Index Shelf 6) which is included from 1976 to the present and PAIS Foreign Language Index (Ref H1.P83), included from 1972 to the present.

American Statistics Index (ASI)

This database contains references with abstracts to statistical data which has appeared in U.S. government publications. Reports

cited are from 1973 to the present. The database is updated monthly. You may recall that the printed version of the American Statistics Index is in Government Documents (Doc HA214.A48)

CHAPTER TEN REVIEW QUESTIONS

Answers to questions appear on page 92.

1. Many printed indexes have computerized counterparts which are referred to as _____.

2. A database search will result in a bibliography of only journal articles. True or False

3. An advantage of a database search is the computer can search several related key terms at once whereas a printed index usually allows you to search one subject at a time. True or False

4. You can request to have a database search done and have the results within 1 or 2 hours. True or False

5. You perform a database search on your own. True or False

6. The full results of the search are available three to five days after the actual search is performed. True or False

7. A database search is free of charge. True or False

8. According to the chapter, three printed sources described or mentioned in the workbook that are also available as databases are _____
_____

THERE ARE NO PRACTICUM QUESTIONS FOR THIS CHAPTER.

ANSWERS TO REVIEW QUESTIONS--POL 121 CHAPTER 10.
(Numbers in parentheses are relevant page numbers.)

1. databases (page 89, paragraph 1)
2. False (it depends on the database. Some only print out citations to journal articles, but others might contain listings for books, magazine and newspaper articles, government documents, etc.
3. True (p.89, paragraphs 2 and 3)
4. False (see outline of procedure, p.89, last paragraph)
5. False (see description, p.90, top paragraph)
6. True (p.90, 1st paragraph)
7. False (p.90, par. 1)
8. PAIS, United States Political Science Abstracts, and the American Statistics Index (pp.90-91)